



# The Township of Tehkummah – Job Description

Job Title: Treasurer/Deputy Treasurer

Reports to Clerk-Administrator

## **Position Description**

The purpose of the position is to perform all aspects of Township finances and tax collection and statutory duties of the Municipal Treasurer/Deputy Treasurer as defined in the Municipal Act and other Acts or legislation. Responsible for all finance related duties of the Township, ensuring sound accounting principles in providing, collecting and managing funds and accounts and providing qualified and knowledgeable advice to Council and Staff.

## **Duties and Responsibilities**

### **Executes all tasks of the Municipal Treasurer as defined in the Municipal Act, 2001**

- Responsible for all Financial Services functions, specifically with respect to payroll, accounts receivable, accounts payable and taxation/utility billing and reporting.
- Prepare financial reports to Council and provides information with respect to the financial affairs of the municipality as it requires or requests.
- Administer and process payroll and benefits
- Preparation of the annual Budget estimates and rates of taxation
- Work closely with the Municipal Auditor in preparation of all working papers, back-up, for year-end
- Responsible for ensuring Asset Management accounting and planning are completed in accordance with legislative requirements, Council policy and industry best practices.
- Ensuring investments of the municipality are made in compliance with the regulations made under Section 418. Of the Municipal Act.
- Maintain accurate records and accounts and balancing of billings to the General Ledger.
- Workplace Safety and Insurance Board (WSIB) financial management, remittances and reporting requirements
- Maintains high degree of confidentiality and security of information.

## **Breakdown of work duties**

- Coordinates and prepares the annual operating and capital budget of the municipality in cooperation with the Clerk-Administrator and municipal department heads for presentation to the Municipal Council for approval.

- Ensures that budgetary controls are in place and reports to Council on a monthly basis outlining the current financial status. Provides Council with an analysis of budget to actual expenditures on a quarterly basis and explains any budget variances.
- Prepares Municipal financial, borrowing and debenture by-laws for Council approval.
- Completes the monthly bank reconciliations in accordance with the general ledger.
- Maintains cheque register and submits monthly report to Council.
- Completes month end and year end reconciliations.
- Prepare applications and on-going reporting for grants, subsidies and financial programs.
- Prepares working papers for annual audit and work with external Auditor to provide financing reporting documentation prior to annual audit and submission of the Financial Information Return (FIR) and financial statements to the Ministry of Municipal Affairs.
- Responsible for the operation of the financial components of the computer system.
- Responsible for the accurate recording of all monies received and disbursed, of assets and liabilities, revenues and expense and all other accounting and financial transactions of the Township in accordance with generally accepted accounting principles for municipalities.
- Monitors cash flow to ensure sufficient funds are available to meet Township's financial obligations. Report concerns and recommend corrective actions to the Clerk-Administrator.
- Ensures that the municipality meets all financial reporting obligations and reports are provided to the Clerk-Administrator and/or Council and publicly posted as required.
- Executes all decisions and policies of Council which are related to finances.
- Assists with annual insurance renewal.

### **Property Taxation**

- Overall responsibility for property tax function. Ensures that tax billing and collection procedures are carried out in accordance with legislative and procedural requirements.
- Maintain Online Property Tax Analysis (OPTA) for property tax files.
- Ensures that tax rates, special levies, payments-in-lieu and other similar apportionments are properly calculated and that property taxes are balanced prior to interim, final and supplementary tax billings as well as at year end.
- Input Education tax rates to the accounting program, collect on behalf of and submit the English Public and French Public amounts to the local district school board. Reconcile all education tax accounts quarterly and at year end.
- Monitor tax arrears and send notices as required regarding tax registration and tax sale procedures.
- Complete the property tax reconciliation on a regular basis.

### **Payroll**

- Ensures that it is completed in a timely and efficient manner, ensuring that established policies for deductions and benefits are being correctly applied.
- Responsible for maintaining staff vacation days, sick time, and accumulated overtime.

- Preparing and submitting in a timely manner all Employer expenses following Provincial and Federal regulations.

### **Knowledge and Skills**

- Completion of post-secondary education from an accredited educational institution or equivalent training and/or experience in Accounting, Business Administration, Commerce or other relevant discipline and/or Accounting Program at the intermediate level or relevant work experience.
- Three to five years of experience in a municipal office setting is considered an asset.
- Computer knowledge on the municipal software used by the Township to administer its business. Thorough knowledge of Microsoft Word, Excel, Sage Accounting and XLGL.
- Formal education in Municipal Tax Administration, Municipal Administration Program, Municipal Accounting and Finance considered an asset.
- Good knowledge of senior government financial legislation considered an asset.
- Excellent organizational and analytical ability; good judgment and tact; good knowledge of Provincial legislation and policy that affects local government.
- Excellent communication and public relations skills; ability to establish and maintain effective working relationships with others; the ability to handle confidential information.

### **Working Conditions**

- Work is preformed mostly in office settings. The noise in the work environment is usually quiet to moderate. Position requires visual and mental concentration, with some interruptions from co-workers and public.
- May be required to work after hours to perform the tasks and responsibilities of the Municipal Treasurer. Likelihood of longer work weeks during budget, year-end closing of accounts, audit and tax periods should be expected and will be pre-approved by the Clerk-Administrator.
- Statutory deadlines must be met, and statutory procedures followed fully.
- Constant attention to detail required, substantial work time involved in utilizing the computer system.

The work period is Monday to Friday (8:30 a.m. to 4:00 p.m.) Thirty-five (35) hour employment work week.

### **Note to the reader:**

Other related tasks and functions as assigned that are required or dictated by the Township's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.