



Township of Tehkummah

Job Description

Job Title: Deputy Treasurer

Reports to Clerk

The Township of Tehkummah purpose of the position is to perform the statutory duties of the Municipal Treasurer/Deputy Treasurer, with the responsibility for the overseeing of all monetary activities of the municipality, ensuring sound accounting principles in providing, collecting and managing funds and accounts and providing qualified and knowledgeable advice to the Council and Staff.

Duties and Responsibilities

Executes all tasks of the Municipal Treasurer as defined in the Municipal Act, 2001 VII 286 (1) as follows:

- Collecting money payable to the municipality and issuing receipts for those payments
- Depositing of all money received on behalf of the municipality in a financial institution designated by the municipality.
- Paying all debts of the municipality and other expenditures authorized by the municipality.
- Maintaining accurate records and accounts of the financial affairs of the municipality.
- Providing the Council with such information with respect to the financial affairs of the municipality as it requires or requests.
- Ensuring investments of the municipality are made in compliance with the regulations made under Section 418.
- Complying with any requirements applicable to the treasurer under Section 418.1.
- Complying with all other relevant legislation.

Breakdown of work duties

Coordinates and prepares the annual operating and capital budget of the municipality in cooperation with the Clerk and municipal department heads and is presented 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 via the Bank Reconciliation Report. Provides Council with an analysis of budget to actual expenditures on a quarterly basis and explains any budget variances. Provides advice and assistance on financial matters. Attends Council meetings as required.

Prepares Municipal financial, borrowing and debenture by-laws for Council approval.

Completes the monthly bank reconciliations in concert with the general ledger.

Reviews cheque register and has signing authority along with one other. Submits the cheque register report monthly to Council.

Prepares all JE's as required. Completes month end and year end reconciliations.

Acts as resource person concerning grants, subsidies and available financial programs that would benefit the municipality (propose grant applications and oversee submission and on-going claims reporting) Maintain copies of all agreements and contracts for the auditor.

Prepares working papers for annual audit. Also works with the external Auditor in providing the financing reporting documentation preparatory to the submission of the annual Financial Information Return (FIR) and annual financial statements of the municipality 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 in Ontario.

Monitors cash flow to ensure sufficient funds are available to meet the Township's financial obligations. Reports any concerns and recommends corrective actions to the Clerk Administrator.

Ensures that the municipality meets its financial reporting obligations, including financial statements, financial information return, asset management, grants and/or other requirements. Ensures that the reports are provided to the Clerk and/or Council and publicly posted as may be required.

Executes all decisions and policies of Council which are related to finances.

Assists with annual insurance renewal and/or requests for proposals.

Regular contact with the members of the public contacting the Township in person or by phone or by email to obtain finance related information.

Property Taxation

Overall responsibility for property tax function. Provides supervision and direction to staff to ensure 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 daily.

Payroll

Ensures that payroll for staff (biweekly) Council (quarterly) and Volunteer Firefighters (annually) are completed in a timely and efficient manner, ensuring that established policies for deductions and benefits are being correctly applied. The Clerk reviews and signs off on each payroll before preparation and transmission to the financial institution.

Maintain and control staff vacation days and sick time and accumulated overtime.

Employer expenses prepared and submitted in a timely manner following provincial and federal regulations and deadlines.

Asset Management

Works with the Clerk and all department heads to ensure that the Asset Management Plan is maintained and updated regularly with additions and deletions to meet the requirements set by Council policy and/or Provincial and/or Federal Government regulations

Building Permits

Maintain the building permit register, submit relevant information to the Municipal Property Assessment Corporation (MPAC) and provide financial details to the external auditor for the Financial statements and the Financial Information Return.

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.

Statutory deadlines must be met, and statutory procedures followed scrupulously.

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

Willing to attend relevant courses to upgrade knowledge.

Education and Qualifications:

Post-secondary degree and/or diploma in business, accounting or finance or equivalent;

Minimum five years experience in municipal treasurer, knowledge of tax administration and reporting requirements, generally accepted accounting principles, practices and provincial legislation

Working knowledge of SAGE accounting software

Completion of/or willingness to complete the MPAC Municipal Connect training

Working knowledge of the Municipal Act and other relevant legislation

Excellent organizational, communication, analytical, research and report writing skills

Previous experience dealing with municipal budgets, forecasting for future capital projects as asset

Note to the reader:

This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step by step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected for the role.