

TOWNSHIP OF HILTON

Deputy Treasurer

Job Description

POSITION TITLE: Deputy Treasurer

REPORTING RELATIONSHIP: Clerk-Treasurer

Under the general direction of the Clerk-Treasurer, the Deputy Treasurer is responsible for assisting with the statutory duties of Treasurer as defined in the Municipal Act, the Assessment Act, and other legislation. Working with a small administrative complement, the successful candidate will assist with the management of the financial assets of the municipality and assist with providing financial and budget advice to Council and staff.

The Deputy Treasurer shall have the ability to manage multiple, evolving tasks simultaneously. Proficiency in dealing with the public is required, as the Deputy Treasurer is also responsible to share coverage for telephone and counter reception. This position has a high degree of accountability, reliability, and responsibility whose actions have a high impact of errors. Acute attention to detail is a must.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists the Clerk-Treasurer with statutory duties of the Municipal Treasurer and Tax Collector under the Municipal Act and other pertinent legislation
- Assists with financial planning, management of municipal funds and trusts, asset management and capital financing
- Thorough knowledge of Ontario payroll legislation
- Assists with certifying employee and employer deductions for the employee benefits program, OMERS, CRA, WSIB and others
- Assists with providing advice to Council in the preparation of the operating and capital budgets including procedures for interim levies, borrowing and banking arrangements
- Assists with implementing, and maintaining an effective tax collection system including month end balancing and penalty/interest calculation and posting
- Maintain security and confidentiality of all data in accordance with the Municipal Freedom of Information and Protection of Privacy Act
- Assists with grants and reporting under strict timelines, correspond with appropriate ministries, prepare necessary financial documentation to support funding applications
- Assists with regular financial and statistical reports to Council and the Clerk-Treasurer, regulatory agencies and other levels of government
- Assists with the preparation of the Township's annual audit, collaborate on accounting issues and ensure working papers are prepared for the annual audit
- Identification of best practices and trends in the fields of municipal finance and payroll administration, and recommend changes to the Clerk-Treasurer and Council
- Prepare and present reports to council regarding financial policy, procedures and by-laws which affect the operation of the municipality, their impact and risk element

- In cooperation with department heads, ensure that purchases and acquisitions are conducted in accordance with procurement policies
- Assists with calculating taxes payable according to the annual levy and related policies, and coordinate the production and mailing of tax bills
- Assists with balancing taxes, calculating interest and penalties, arrears, write-offs, supplemental tax statements
- Assists with implementing, documenting and controlling tax sale procedures under the Municipal Tax Sales Act
- Perform other duties as assigned

AUTHORITY OF POSITION:

Authority limited to direction given and to operating within accepted office and management policy.

Working Relationships:

- With the Clerk-Treasurer: When required receives direction and guidance; discusses plans and priorities.
- With Other Township Staff: Provides financial support and reports as required.
- With the Public: Provides information and assistance as required.

ADDITIONAL SKILLS AND ABILITIES:

- Customer service and interpersonal skills to develop and maintain cooperative and collaborative working relations inside and outside the municipality
- Commitment to quality and process improvement, with the ability to work independently
- Demonstrated ability to contribute to a positive and healthy work environment in a direct service delivery setting
- Assist staff with departmental budget preparation and tracking
- Take advantage of training opportunities offered to maintain current knowledge base
- Works within accepted policies and procedures
- Ability to deal diplomatically with enquiries and complaints from the public
- Strong ability to communicate effectively, both verbally and in writing
- Perform other related duties as required by statute and by the expectations of council to support the policy making process.

QUALIFICATIONS:

- Successful completion of a post secondary accounting or business administration program from an accredited institution, preferably with a professional designation
- A minimum of 3 years' experience in public sector finance, preferably in a municipal setting
- Relevant experience within the Treasurer's function, including budget preparation, municipal taxation, financial reporting,
- Computer and social media literacy with excellent skills in Microsoft Office including Word, Excel, Sage 50 and digital banking procedures
- Thorough knowledge of relevant municipal legislation, regulations and policies
- Strong understanding of Public Sector Accounting Standards

- Working knowledge of payroll regulations under the Employment Standards Act and other applicable statutes
- Excellent interpersonal and organizational skills
- Strong written and verbal communication skills, and the ability to deal with the public, vendors, senior government officials and others with tact and diplomacy
- Advanced reading comprehension and interpretation of legislation
- Proven attention to detail and accuracy
- Designation and membership with AMCTO or a municipal financial association would be a definite asset.

WORKING CONDITIONS:

- Extended periods of computer time are required
- 40-hour work week
- Availability for evening meetings and overtime during peak periods if so required.
- Works in a public office setting. Work is subject to frequent interruptions, hectic peak periods and deadlines.

Impact of Error:

Accounting and clerical errors would result in confusion, duplication of effort, possible financial loss and annoyance.

Control:

General supervision from the Clerk-Treasurer.

Probationary Period:

Period of six (6) months with performance evaluation at three (3) and six (6) month intervals to be made by the Clerk-Treasurer and presented to Council for consideration.