

Village of Sundridge

POSITION DESCRIPTION

Position: Treasurer/Tax Collector

Reports to: Clerk/Administrator

Approved by: Council Resolution

Position Summary:

This position is responsible for the execution of the statutory duties of the Treasurer and the overall direction of the Corporation's financial management. This position will report through the Clerk/Administrator to Council on all financial policy, operational and administrative issues.

Treasurer

The Statutory responsibilities of the Treasurer are described in Section 286 (1) of The Municipal Act, S.O. 2001, as amended, as follows:

The Treasurer shall be responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) Collecting money payable to the municipality and issuing receipts for those payments;
- (b) Depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) Paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) Maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) Providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) Ensuring investments of the municipality are made in compliance with the regulations made under section 418.

Major Duties and Responsibilities:

1. Prepare the necessary documentation to support and process all funding applications and administer and report for same.
2. Coordinate, recommend, present and implement and monitor the Municipality's annual operating and capital budgets for all departments/boards/committees and advise the Clerk/Administrator and then council for subsequent approval.
3. Develop and recommend plans, forecasts, and strategies to address both short and long term financial objectives of the municipality as part of the annual budget process.
4. Administers the municipality's Insurance and General Benefits programs.
5. Develop, recommend, implement and monitor the financial policies and procedures of the Corporation and prepare bylaws related to finance for Council approval.
6. Develop a system of financial reporting, establish accounting controls and remit payment for purchases as authorized by budget and the coordination of all tendering/request for proposals.
7. Prepare and maintain reports in accordance with Public Sector Accounting Policies.
8. Identify cost sharing arrangements, long and short term borrowing and advise the Clerk/Administrator.
9. Coordinate, liaise and ensure the collection of all data required for the performance of the annual audit with the Municipality's Auditor including all year-end closing and adjusting journal entries.
10. Provide all of the data required for the Financial Information Return.
11. Invest funds as authorized by the Municipal Act under the direction of Council.
12. Record and account for tangible capital assets in compliance with the Public-Sector Accounting Board.
13. Carry out all Asset Management requirements under the direction of the Clerk/Administrator.
14. Responsible for the payroll function as to accuracy and compliance with Federal and Provincial regulations.
15. Administers and reports Reserve and Reserve Fund activity.
16. Review and enter all accounts payable invoices for Council approval.
17. Carry out all general ledger activities.
18. Carry out all department/committee/board accounting activities.
19. Prepare monthly bank reconciliations for all bank accounts of the municipality and of the various boards and committees of the Municipality (presently Library Board, Medical Centre, High Rock Lookout) and prepare any journal entries required during the reconciliation process and upon analysis of the general ledger and financial statements.

20. Prepare all internal financial statements including budget to actual, statement of operations, trial balance, etc for distribution to the various departments / boards / committees /Council as requested and in a timely manner.
21. Reconcile and provide reports/confirmations to all school boards.
22. Principal financial policy advisor to Council, the Clerk/Administrator and Department Heads.
23. Attend Committee and Council meetings when requested to provide advice and guidance on financial matters and implement resulting actions as required.
24. Comply with policies and procedures of the Village of Sundridge.
25. Performs all other tasks as assigned by the Clerk/Administrator or Council that relate to this position.

TAXATION

Under Section 473(1) of the Municipal Act S.O. 2001, c 25, as amended the Tax Collector shall be deemed to be the Treasurer of the Municipality.

THE CUSTOMARY RESPONSIBILITIES OF THE TAX COLLECTOR ARE DESCRIBED HEREUNDER:

- (a) Compare, update and maintain OPTA program in preparation for budget and tax billing processes.
- (b) Administer the capping program and prepare capping by-laws.
- (c) Prepare and maintain the Collectors Roll along with both the interim and final tax billing notices for each year based on the last returned assessment roll for the year.
- (d) Communicate with various mortgage companies and banks.
- (e) Prepare the annual tax file information, when required, for mailing to taxpayers
- (f) Prepare and submit the necessary forms for various grants-in-lieu programs to the Provincial and Federal Governments.
- (g) Maintain the local improvement accounts file and other special assessments and ensure the inclusion of amounts payable on tax accounts for collection including purpose and final year of payment date.
- (h) Oversee the manual revisions or changes to tax accounts, e.g. name or address changes.
- (i) Process supplementary assessments for tax billing and update assessment roll.
- (j) Prepare yearly reconciliation statements for Auditor.
- (k) Balance monthly penalties imposed on property taxes.
- (l) Obtain and finalize apportionment information of assessment values.
- (m) Maintain diligent pursuit of orderly collection policies designed to minimize tax sales by preparing reminders to pay as required for overdue accounts, including yearly auditor's verification notices.

- (n) Initiate and complete tax registration procedures.
- (o) Oversee the liaison with the Assessment Office relating to assessment roll, such as land apportionments, school support, building demolitions, property ownerships and errors in the roll through constant contact and discussion.
- (p) Attend hearings of the Assessment Review Board relating to assessment appeals for the municipality if required.
- (q) Recommend tax write-offs to Council in such cases where deemed uncollectible.
- (r) Initiate and complete the procedures for the sale of property in compliance with the provisions of The Municipal Tax Sales Act.

QUALIFICATIONS REQUIRED:

- (1) Education: A post secondary education in accounting, business or related field University education preferred or a related mix of experience and education.
- (2) Experience: Minimum three years' related management experience in finance preferably in a municipal environment.
- (3) Other: Excellent organization skills, oral and written communication skills and the interpersonal skills.

Municipal Tax Administration Program (MTAP) and AMCTO Municipal Accounting and Finance Program (MAFP) or willingness to complete.

Willingness to continually upgrade qualifications as required.

Working knowledge and understanding of the applicable provincial and municipal legislation, regulations and standards.

Ability to work effectively with members of Council, staff, and the public.

Experience in a computerized and web-based environment with a working knowledge of Microsoft Office.

Knowledge of MuniSoft or similar municipal software is preferred.

Valid class G drivers licence and reliable vehicle or other means of attending off-site meetings, events, and position-related commitments.

TREASURER-SALARY ADMIN RATING

Judgment:

The job requires the development and recommendation of plans, forecasts and strategies to address both short and long term financial goals of the municipality. This mainly involves the implementation of appropriate accounting policies, procedures and practices.

Mental Effort:

Visual concentration is required for periods of approximately one to two hours' duration when entering data and preparing financial information. Frequent aural concentration is required when responding to inquiries and/or discussing financial matters. It is also required to stay current on statutory and regulatory changes involving municipal government finance and completing necessary training to deal with the ongoing demands being placed on municipalities.

Physical Effort:

Majority of work is performed in an office environment although some outdoor work may be required. The employee must occasionally lift and/or move up to 25 lbs.

Dexterity

The position requires hand and eye coordination for the operation of a computer, and software programs, facsimile machine, photocopier, calculator, telephone and other related office machinery and equipment.

Accountability & Consequences of Actions:

Many actions could result in serious loss of time and/or resources and may cause significant embarrassment within the organization. Such embarrassment may also have a limited impact on the municipality's public image.

Safety of Others:

Duties do not directly involve the safety of others. Normal degree of care is required.

Supervision:

The treasurer periodically assumes some of the normal supervisory responsibility over the cashier/treasurer job functions and would be required to provide guidance and advice in regard to accounting practices and requirements.

Contacts:

There are frequent contacts with the general public, ministry officials, elected officials, supervisor and fellow employees. Persuasive diplomacy is required in explaining and/or exchanging data or information and in negotiating matters with others.

Working Conditions:

Regular hours of work of 35 hours per week from Monday to Friday – 8:30 a.m. to 4:30 p.m., exclusive of holidays. This position may necessitate an extended schedule of evening and weekend work and require the “Treasurer” to assume final responsibility for efficiency in the duties and obligations as set forth herein

Office work is performed in an office environment with a controlled atmosphere, temperature, lighting, etc.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell

There will be regular exposure to interruptions from outside sources.

It may occasionally be necessary to work extra time, with pay, evenings and weekends during peak work periods and to attend conferences and seminars and when requested by Council or the Clerk/Administrator to attend Committee and/or Council meetings.

Other

The statements contained in this job description reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.