

Village of Sundridge
Position Description

Position: Deputy Treasurer
Reports to: Clerk Treasurer
Approved by: Council Resolution #2018-386
Date Approved: June 27, 2018

1. Position Summary

Assists the Clerk Treasurer in the administration of Municipal programs and related tasks.

Performs a variety of bookkeeping, administrative and clerical services in support of the day-to-day operation of the Corporation and its services to the people.

Works in accordance with good bookkeeping, clerical and administrative practices within systems and procedures that are established for the Corporation's administrative operations.

Communicates with other departments, for example; building, roads, fire as required when instructed by the Clerk Treasurer.

Serves the public in a positive, helpful and courteous manner.

2. Duties and Responsibilities

Assist with preparing the necessary documentation to process all funding applications.

Actively seeks funding opportunities for the Village of Sundridge and for shared services.

Assist with the collection of all data required for the performance of the annual audit with the Clerk Treasurer.

Assist with the collection of all of the data required for the Financial Information Return.

Record and account for tangible capital assets in compliance with the Public-Sector Accounting Board (PSAB).

Review and enter all accounts payable invoices for Clerk Treasurer approval.

Provides data entry for bi-weekly payroll, as requested.

Carry out all department/committee/board accounting activities as requested, including provision of secretarial service for a shared-service committee.

Carry out general ledger activities as requested.

Prepare monthly bank reconciliations for all bank accounts of the various boards and committees of the Municipality (presently Library Board, Medical Centre, High Rock Lookout, Fire Board).

Assist with the reconciliation of amounts owing to all school boards.

Assist with all aspects of procurement activities including tenders, quotes and other requests for goods and service.

Assist in preparation of annual capital and operating budget including presentation to Council and public.

Understands and uses a variety of tax and financial tools, such as OPTA and Municipal Connect to assist in administration of the municipality's finance.

Assist in implementation of Asset Management requirements.

Assist in evaluating processes to realize efficiency across the Corporation.

Assist with the following taxation tasks:

- (a) Preparation and submission of the necessary forms for various grants-in-lieu programs to the Provincial and Federal Governments.
- (b) Maintenance of the local improvement accounts file and other special assessments.
- (c) Update the manual revisions or changes to tax accounts, e.g. name or address changes.
- (d) Assist with receipting of tax payments.

Assist Clerk Treasurer in preparation of policies and procedures with respect to municipal finances.

Performs the statutory duties of Treasurer as set out in the *Municipal Act, 2001*, and other Acts in the absence of the Clerk Treasurer.

Comply with policies and procedures of the Village of Sundridge.

Performs all other tasks as assigned by the Clerk Treasurer.

3. Working Conditions

Office hours are 8:30 a.m. to 4:00 p.m. from Monday to Friday with a half-hour lunch break each day, equalling a 35-hour week.

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

There will be frequent exposure to interruptions from outside sources.

It may be necessary to work extra time including evenings and weekends, with compensation, during peak work periods and to attend conferences and seminars. Each approved hour of work in excess of 44 per week shall be reimbursed at the overtime rate of one and one-half times the regular rate, pursuant to the Employment Standards Act.

Attendance at evening Council meetings may be required on occasion, to present financial information. Attendance at evening Committee meetings, usually once each month, will be required.

4. Qualifications Required

Education

A post secondary diploma in finance or related discipline.

Experience

Three to Five years' municipal finance experience.

Other

Excellent administrative, report writing, communication, and customer service skills. Experience in a computerized environment and working knowledge of Microsoft Office, Internet and experience with MuniSoft an asset.

Working knowledge and understanding of the Municipal Act, and all applicable acts and bylaws relating to municipal finance.

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

Valid Ontario class G drivers licence and reliable vehicle.

5. Mental and Physical Effort

Visual and aural concentration is required on a continuous basis. The job demands effort in the areas of dealing with the public, the media and other levels of government. Visual concentration is required for periods of approximately one to two hours duration when entering data and preparing financial information. Mental effort is required to review and understand legislative changes and to stay current on statutory changes involving municipal government. Personal initiative combined with training is required to meet these demands.

Majority of work is performed in an office environment and requires very slight physical effort. The employee must occasionally lift and/or move up to 25 lbs.

6. Conduct

Many actions could result in major loss of time or resources or cause severe embarrassment within the organization and have serious impact on its public image. The Deputy Treasurer must adhere to the Staff Code of Conduct as set out in the Human Resource By-Law.

7. Safety of Others

The Deputy Treasurer must adhere to the Municipality's Health and Safety Program.

8. Other

The statements contained in this job description reflect general details to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It is not an all-inclusive list of work requirements. Individuals are expected to perform other duties as assigned, including participatory engagement in other functional areas to cover absences, provide relief, or to equalize peak work periods to balance the work load.