



PERFORMANCE MANAGEMENT

Job Description	Job Title: <u>Treasurer/Deputy Clerk</u>	Page # 1 of 5												
Location: Township Office	Reports To:	Revision date: October 2017												
Department: Administration	<u>CAO/ Clerk/Treasurer</u>	Salary: Group 7												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Approval:</td> <td style="width: 5%;">{ }</td> <td style="width: 15%;">Department Head</td> </tr> <tr> <td></td> <td>{ }</td> <td>Supervisor</td> </tr> <tr> <td></td> <td>{ }</td> <td>Employee{s}</td> </tr> <tr> <td></td> <td>{ }</td> <td>Staff Administration Committee</td> </tr> </table>			Approval:	{ }	Department Head		{ }	Supervisor		{ }	Employee{s}		{ }	Staff Administration Committee
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	{ }	Employee{s}												
	{ }	Staff Administration Committee												

Position Summary:

The Treasurer for the Township of Greater Madawaska is responsible for the performance of the statutory duties of the Municipal Treasurer as set out in the Municipal Act and for ensuring all the financial affairs of the municipality are processed in an accurate and timely manner. Reporting to the CAO/Clerk, has the responsibility of maintaining the financial records of the Township, assists auditors with preparation of financial reports of the Township and it's Local Boards, and provide informative financial analysis to Council, departments and Provincial Ministries. The Treasurer will work in a fast paced customer service oriented environment and at all times offer independent opinions which reflect sound and cautious financial practise.

Qualifications:

- An Accounting/ Business Degree i.e., CPA, CMA, CA or acceptable combination of education and relevant experience
- AMCT or AMCT (A) designation and tax collectors courses would be an asset.
- Extensive knowledge and experience with interpretation of the Municipal Act, as well as municipal by-laws.
- Must have excellent verbal and written communication skills and ability to relate to elected officials, peers, and the public in a professional manner.
- Ability to work under pressure within the required time constraints maintaining a high degree of accuracy and attention to detail.
- Ability to work positively with others in a team environment.

Experience:

- Minimum three years general municipal accounting experience at a supervisory level preferable including municipal tax administration experience and municipal financial management experience.
- Advanced computer skills including a thorough knowledge of Microsoft Office, in particular Microsoft Excel, payroll and accounting tax.

Demonstrated Skills:

- Ability to work independently with little or no supervision and exercise judgment in planning and administration and execution of department's services.
- Strong interpersonal skills combined with excellent oral and written communication skills.
- Demonstrates superior leadership, communication, analytical, organizational and time management capabilities. Must utilize sound judgment and have the flexibility to work and negotiate with Council, staff, volunteers and members of the community.
- Demonstrates an ability to build relationships with peers inside municipal finance field and outside in other fields of finance and levels of government

Position responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts.
2. Performs the responsibilities of the position consistent with the policies of the Township of Greater Madawaska.
3. Prepares, monitors, liaises and reports on Federal, Provincial, Private or Non-governmental grant and subsidy programs.
4. Supervisory role of the Municipal Treasury Department
5. As a member of the senior management team participates in guiding the municipality and oversight within the statutory duties as defined by the Municipal Act and other acts of legislation.
6. Provides administrative and financial support to the CAO/Clerk and members of Council as directed by the CAO/Clerk, in the way of research and analysis, annual budget preparation, tax rate calculation and adjustments of same, payroll and benefits preparation, recording keeping, general billings, vendor payments, financial monitoring and reporting concerning all municipal departments and prepares year end audit file.

Program/Service

- Performs the statutory duties of the Treasurer.
- Performs the duties of municipal staff support for Committees of Council
- Assists with the preparation and presentation of an annual operating budget and capital and long-range budgets to Council and the Public, in cooperation with the CAO/Clerk.
- Review and monitor all departments' budgets, all Standing and Advisory Committee budgets and reports variances to the CAO/Clerk. Ensures accounting controls through monitoring of purchasing policy.

- Assists the Auditor with all statutory financial statements and report and supporting working papers. Provide assistance to the Municipal Auditors during the audit of year-end financial statements.
- Maintain the system of financial data processing and controls and produce reports as required.
- Maintain the long-term debt register, debt repayment and all required reporting and recordkeeping.
- Maintain a cash management system for all Funds of the Township. Review all supporting documents.
- Maintain all Reserve and Trust Funds records and statutory reporting.
- Supervise and verify all activities relating to billing, collecting and recording of taxes and all other finance related activities of the Township and prepare month-end and year-end journal entries as required. Reconciliation of all activities to the general ledger.
- Prepare tax notices and updates for inclusion in mailings, publication in media or posting on web site.
- Responsible for all applications and reconciliation of, payments-in-lieu of taxes from all sources.
- Responsible for reconciliation and remittance of upper tier and education levies.
- Performs the statutory duties of the Tax Collector.
- Ensure preparation of payroll is complete for all departments and remittance and reconciliation of all deductions at source.
- Ensures posting of payroll distribution for each pay run.
- Ensure T4 and T4A are prepared and issued in accordance with all applicable statutes.
- Participate in the county-wide Employee Benefits Review Committee and provide the Township with recommended Group Insurance Policy updates.
- Provide assistance in the preparation of employee benefits policies, performance management, pay and compensation system, and pay equity programs. Assist with negotiations and other employee matters as they arise.
- Ensures compliance with PSAB regulations and internal policies and also provides regular review and updating as may be requested by Council or the CAO
- Maintains the Ontario Home Renewal Program loans, payments and annual reconciliation with province and ensures discharge of liens once Ontario Home Renewal Program loans have been paid.
- Reconciles HST (GST and PST) applications and/or remittances.
- Ensures controls are in place and records maintained for any/all subdivision or other types of deposits and securities.
- Prepare, review and reconcile grant applications with the assistance of the Managerial and Committee Assistant and other staff, as required.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
- Proactively search out and apply for grants and other financial assistance to assist in achieving the above objectives. Will be requested to research for Special Projects as they arise.
- Maintaining grant records
- Accessibility - Is responsible for the Township's Accessibility Plan through ensuring proper training of staff and volunteers is completed and by adopting accessible friendly work practices, reporting and attending all relevant accessibility courses. Ensures and follows all guidelines for employees and employers as Legislated under the Accessibility for Ontarians with Disabilities Act.

8. **Human Resources**

- Supervises the Finance Clerk and Clerk Receptionist and any resources (term employee/contract) assigned.
- Assigns tasks, ensures appropriate training and reviews the performance of the Finance Clerk, and ensures that adequate training and information resources are available.
- Assists the CAO/Clerk in research for policies and in policy interpretation as required. Continuously works to update policies.
- Recommends to the CAO/Clerk, when appropriate, the appointment, employment, suspension or dismissal of the supervised employees, recognizing the policy and procedures for the Municipality.
- Recommends to the CAO/Clerk on matters concerning wages, salaries, working conditions and terms of employment and participates in the employee's annual performance reviews.
- Maintains safety records & training of all employees, excluding the Fire Department and Library.

9. **Financial Resources**

- Assist with the formulation and administration of the annual operating and capital budgets for the Corporation. The Treasurer prepares documentation to support the annual estimates to Council for approval, including the proposed operating and capital budgets and a multi-year capital expenditure forecast.
- Update the multi-year operating and capital forecast and present annually to Council
- Ensures adherence to municipal policies prior to final approval for payment of expenditures as authorized by Council (by policy and budget).
- Reports the financial position of the Township, by way of a statement, on a monthly basis.
- Conducts effective monitoring of revenues and expenditures of the Corporation in accordance with approved budgets.
- Prepare and submit to Council at the end of the fiscal year a complete report on the finance of the Corporation for the preceding year.
- Shall exercise general financial control over all departments of the municipality.

10. **Material Resources**

- Ensures the safety, maintenance and management of all municipal records (physical and electronic) data processing software for financial records.
- Ensures secure use of financial and payroll records.
- Ensure retention by-law is current and strictly adhered to with regards to financial records.

11. **Physical Skill and Effort**

- Requires manual dexterity to operate computer, typewriter and other office equipment as necessary.
- Requires a high degree of concentration.

12. **Decision Making and Judgment**

- Work is performed under the direction of the CAO/Clerk. Access is available to other Municipal (peers) counterparts through personal and professional associations for the exchange of information as required. Access is also available to the Municipal policies and procedures, legal counsel, by-laws and provincial statutes and regulations to obtain assistance or direction in dealing with problems and issues.
- Judgement is exercised in:
 - Ensures timely preparation of all financial records and background materials.
 - Prioritizing workload to ensure deadlines are met.
 - Coordinates and compiles information pertaining to the annual budget.
 - Negotiates financial transactions as required.
 - Provides payroll and employee benefits advice as required.
 - In the interpretation and application of provincial and federal legislation and the procedure and policies of the municipality.

13. **Interpersonal Skills/Contacts**

- Excellent interpersonal skills to interact with all management, Council, staff, senior government officials and all citizens of the Township.

Internal:

- With all Department Heads/Senior Management Team on a regular basis to co-ordinate activities, discuss plans, policies and priorities, in accordance with the decisions of Council.
- With the CAO/Clerk and managers to discuss operational and policy issues and to review status of plans and programs.
- With individual members of Council to discuss operational and policy issues, to review status of plans and programs, and to respond to questions.

External:

- With various government officials to obtain information on policy, to co-ordinate funding proposals and to discuss Municipal issues.
- With the public to provide information and implement Council's policies.
- With Auditors and Solicitors for technical information.
- With banking institution for cash management and control.
- Exercises independent judgment and initiative in the planning, administration and execution of the department's services.

14. **Environment**

- Works in an office environment and manages competing priorities.
- Deals with the public.

15. **Control over Work Schedule**

- Work is subject to unyielding deadlines that are imposed by legislation or Council policy. Work is performed within normal working hours to achieve these deadlines.
- Occasional out of town travel required. With flexibility required to plan around tasks and deadlines.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification

Manager **Date:** _____

Employee **Date:** _____

C.A.O. / Clerk **Date:** _____