



## **POSITION DESCRIPTION**

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POSITION:	DEPUTY TREASURER
DEPARTMENT:	CORPORATE SERVICES
CURRENT ISSUE:	JULY 2023
NEXT REVISION:	JULY 2028
AFFILIATION:	NON-UNION

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### **POSITION SUMMARY:**

Responsible for the supervision of the finance department under the direction of the Director of Corporate Services & Treasurer and adherence to the financial policies and procedures of the Municipality to ensure effective operation thereof.

### **DUTIES AND RESPONSIBILITIES:**

1. Perform the statutory duties of the Treasurer when the Director is absent.
2. Responsible for all financial management systems and the protection of data including but not limited to, general ledger, payroll, accounts payable, tax and water billings and all account collection.
3. Provides supervision of the Payroll Clerk, Tax and Water Clerk Accounts Receivable Clerk, Accounts Payable Clerk in the allocation of work and managing financial processes.
4. Attends Committee of the Whole or Council meetings as required. Prepares presentations and reports for Director.
5. Collaborates with other municipal departments in the achievement of efficient and cost-effective works flows and business processes.
6. Prepares administrative, financial and operational policies, guidelines and procedures for the efficient and effective operations of all departments of the Corporation as whole.
7. Conducts research and analysis on economic, demographic, social, environmental and fiscal trends as they impact departments or the Corporation as a whole.
8. Actively participates with the Senior Management team in policy and management issues.
9. Responsible for the preparation of year-end working paper files and the preparation of financial records acceptable for the external municipal auditors required for the year-end and interim audits and for assistance with the preparation of timely annual financial statements and the annual financial information return.
10. Responsible for upkeep of the Municipality's financial systems and administration of any applicable software. Responsible for updating and keeping current the Finance section of the Municipality's website.

11. Coordinates the preparation of the annual municipal operating and capital budgets in consultation with other Department Heads and boards for presentation to Council. Ensures alignment of annual budgets with other financial planning documents such as the Asset Management Plan, Development Charges Study, Long Term Financial Plan, Water and Sewer Rate Study, Master Plans, etc.
12. Establishes the annual water and sewer rate by-law, tax rate by-law and waste management levy by-law. Prepares other applicable by-laws as required under the supervision of the Director
13. Prepares and submits subsidy, grant and other Provincial and/or Federal support applications and requests for payment under the supervision of the Director.
14. Advises Staff and Council on potential or alternative cost-effective financing or funding strategies under the supervision of the Director.
15. Advises Department Heads and Council, as required on matters of a financial nature including providing regular financial statements and updates under the supervision of the Director.
16. Under the supervision of the Director is the lead in the preparation, updating and monitoring of the Municipality's Asset Management Plan, Long Term Financial Plan, Water & Sewer Rate Study, Development Charges Background Study and by-law, and any other financial plans that may be required.
17. Under the supervision of the Director Responsible for the development and monitoring of policies including but not limited to, investments, reserves, debt, asset management and procurement.
18. Recommends and arranges approved insurance coverage for the municipality. Oversees the insurance program and negotiation of rates.
19. Under the supervision of the Director Selects banking facilities and arranges short and long term borrowings and the investment of surplus municipal funds.
20. Establishes financial reporting procedures for review by Department Heads of their departmental spending against budget on a regular basis.
21. Supplies information to and assists other external auditors for various reviews required such as HST, payroll etc.
22. Ensures timely and accurate communications to the public on financial matters as required by municipal by-laws or legislation.
23. Ensures, through the Municipal Property Assessment Corporation (MPAC), that assessment rolls are updated with regard to new construction and that property changes are completed in a timely manner.
24. Responsible for the hiring, evaluation, discipline and dismissal of department Staff in consultation with Human Resources and the CAO/Council when required.
25. The above list generally describes the duties involved with this position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed.

#### **QUALIFICATIONS:**

- University degree in Accounting, Commerce or Finance
- Chartered Professional Accountant Designation- CA, CMA or CGA; in good standing with the Institute of Chartered Accountants of Ontario.

- A minimum of three (3) years' progressively responsible accounting experience including management or supervisory experience, preferably in a municipal setting.
- Detailed knowledge of the *Municipal Act*, *Development Charges Act*, *Assessment Act*, and other applicable legislation.
- Demonstrated knowledge of Public Sector Accounting Board (PSAB) accounting standards.
- Management, supervisory and analytical skills, initiative and the ability to work under pressure.
- Excellent computer skills, including knowledge of Microsoft Office software, financial software, asset management software and other related software package with a strong sense of uses/opportunities for technology in a municipal environment; demonstrated experience with Diamond-Great Plains financial software would be an asset.
- Work with the public in a service-oriented environment, to transfer financial information to others with tact and diplomacy.
- Demonstrated leadership skills with the ability to coach, motivate, and develop employees and encourage teamwork.
- Ability to build trust and credibility in a politically sensitive role while demonstrating tact and diplomacy.
- Ability to analyze and make timely decisions taking into account facts, goals, constraints and risks of the situation.
- Open to new ideas and innovative approaches.
- Excellent verbal (courtesy, tact, discretion, explanation, judgement and presentation skills) and written communication skills including grammar/spelling skills for proofreading, editing and writing reports/correspondence.
- Demonstrated excellent organizational skills and time management skills
- Discretion and good judgement when handling confidential/sensitive material and information.
- Demonstrated commitment to personal and professional development.
- Possesses and maintains a Valid Ontario Class G driver's license and reliable vehicle to use on corporate business when/if required.

#### **PRINCIPAL ACCOUNTABILITIES:**

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.

- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

**APPROVAL:**

This position description has been approved by the Director of Corporate Service, Treasurer and Deputy CAO.

**TITLE**

**SIGNATURE**

**DATE**

Director of Corporate Services

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**INCUMBENT'S SIGNATURE**

I, \_\_\_\_\_, have read and understand the content of the above position description.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DEPUTY TREASURER - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK		FREQUENCY			
		Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position					X
Standing – remaining on one's feet in an upright position without moving about or combined with walking			X		
Walking – moving about on foot on level or uneven surfaces			X		
Stooping/Bending – bending down and forward at the waist in a sitting or standing position			X		
Kneeling – bending legs to rest on one or both knees		X			
Crouching/Squatting – Bending down and forward by bending legs at knees			X		
Crawling – Moving about on hands and/or knees or feet.		X			
Twisting – Rotating upper torso left and right while sitting or standing				X	
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.		X			
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.			X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.					X
Reaching – extending hands and/or arms below, at or above shoulder height				X	
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping				X	
Fingering – manipulating objects using the key, palmar or tip inch grip positions.					X
Lifting	Under 10 lb. (4.5 kg)		X		
	10 – 20 lb. (4.5 – 9.0 kg)		X		
	20 – 40 lb. (9.0 – 18.0 kg)	X			
	Over 40 lb. (27.0 Kg)	X			
	Specify: Mechanical Lift				

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	x	
Risk of Eye Strain	Constant viewing of computer monitors	x	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	x	

#### WORKING RELATIONSHIPS

<b>Internal</b>	CAO, Director of Corporate Services/Treasurer, Senior Staff, support Staff, Members of Council
<b>External</b>	Government ministries and agencies, professional consultants, contractors, suppliers of services and equipment, Agency Partners

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents			X			Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors		X				As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council				X		Providing information, seeking approval/direction	X	X

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses		X				Supporting referred-in workload	X	X

**ENVIRONMENTAL DEMANDS:**

This position will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of Council, Staff, Community associations, residents, special interest groups, developers and other external contacts.

Sensory demands can include long hours of reading and use of the computer, close and constant attention to detail, accuracy of information, and a noisy and busy office environment all of which may cause eyestrain, fatigue, and occasional headaches.

This position is exposed to stress and pressure associated with positions that are responsible for supervising employees, responding to internal/external demands, and managing tight deadlines. The position will have to manage a number of requests at one time and must be prepared to deal with emergencies and stressful situations. The position will require handling complaints of a financial or political nature from internal/external contacts which may result in emotionally charged situations.

**WORKING CONDITIONS:**

This position is required to work regular full-time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance or travel may also be required.

**SUPERVISORY/MANAGEMENT ACCOUNTABILITIES:** Yes

**THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:**

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Departmental Manager

REVIEWED BY:

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Human Resources

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Incumbent