

## POSITION DESCRIPTION

<b>Position:</b>	Deputy Treasurer	<b>Type:</b>	<b>Non-Union</b>
<b>Incumbents:</b>			
<b>Reports To:</b>	Director of Finance/Treasurer		
<b>Date:</b>	April 17, 2019	<b>Next Review Date:</b>	
<b>Positions Supervised:</b>	Finance Staff in the absence of the Director of Finance/Treasurer		

### PART I - DESCRIPTION OF JOB REQUIREMENTS

#### General Accountabilities

The Deputy Treasurer provides assistance to the Director of Finance/Treasurer in the development and implementation of financial goals and objectives, as well as the day-to-day financial functions relative to general accounting requirements, human resource, payroll; and employee benefit and pension administration. The Deputy Treasurer will perform the statutory duties of the Director of Finance/Treasurer when absent, and will assist in supporting all functions of the Treasury Department.

#### Specific Accountabilities

The following accountabilities are not listed in order of priority:

#### **Treasury**

- Assists the Director of Finance/Treasurer in maintaining an effective and efficient work flow in the Finance Department.
- Ensures correct procedures are followed for accurate, complete and verifiable financial record keeping and processing. Reports any issues of significant importance to the Director of Finance/Treasurer.
- Balances accounting related sub ledgers and general ledger accounts, including the preparation and posting of required and approved journal entries.
- Assists the Director of Finance/Treasurer in various reconciliations, summaries, reports and financial analysis as required.
- Ensures expenditures and revenues adhere to municipal policies where applicable.

- Assists the Director of Finance/Treasurer to ensure that all necessary information and documents are prepared for monthly, interim and year end reporting and audit, or as otherwise required by internal departments or external agencies.
- Updates and maintains software processes, tables and formulas as required.
- Assists in coordinating and monitoring the annual operating budget.
- Assists in the development and maintenance of Tangible Capital Asset (TCA) files and procedures.

### **Human Resource Administration**

- Prepares/coordinates/completes required documentation as it relates to the hiring and termination/ transfer of employees.
- Coordinates and assists with performance evaluations as required in accordance with internal policies and procedures.
- Assists the Director of Finance/Treasurer and other departmental managers in developing and conducting training, health and safety; and worker's safety and insurance board programs, and maintaining related records.
- Maintains all related and required records according to the terms of the collective agreement and/or internal by-laws, policies and procedures.
- Coordinates and maintains all medical related claim files, including all required reporting to employees, management and external agencies.

### **Payroll and Benefit Administration**

- Performs all payroll related functions (including but not limited to: timesheet processing, new hires, terminations, filing, reporting, T-4's, annual returns, balancing, responding to payroll related enquiries, etc.).
- Prepares and calculates all payroll transactions for employees and ensures that they are in accordance with external requirements, acts and regulations, and the terms of the collective agreement and/or internal by-laws, policies and procedures.
- Assists the Director of Finance/Treasurer in the administration of benefit and pension plans and maintains all related and required records according to external requirements, acts, regulations and the terms of the collective agreement and/or internal by-laws, policies and procedures.

- Ensures that all requirements for payroll and employee benefit/pension reporting are maintained. Assists the Director of Finance/Treasurer in meeting and responding to all internal and external reporting requirements.

### **Other**

- Provides backup support for tax and utility billing, collection, receipting, accounts payable, accounts receivable, banking, and other general finance functions, as required.
- Provides input into by-law, policy, procedure and plan development.
- Performs the statutory duties of the Director of Finance/Treasurer when absent and assists in the supervision of departmental staff, as required.

### **Communications and Relationship Management**

- Receives and responds to counter, telephone, email and letter inquiries from staff, the general public, agencies and other levels of government pertaining to general accounting matters, municipal business and services. Ensures, where appropriate, inquiries are referred or reported to other staff and management, including the Director of Finance/Treasurer.
- Refers issues/problems/events to the Director of Finance/Treasurer, or other members of the management team, as required.
- Establishes positive relationships and effective, appropriate and professional communications with all internal and external contacts and stakeholders.
- Shares information according to privacy and/or confidentiality guidelines.
- Develops and maintains collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided.
- Ensures diversity and cultural differences are respected.
- Demonstrates sensitivity, tact and discretion in all interactions.

### **Team Building**

- Develops professional working relationships with team members.
- Works respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned.

- Supports the team and works with team members to ensure department and organizational needs are met, including absence coverage.
- Assists with orientation and training of departmental staff, as well as other departmental employees where necessary.

### **Other Related Activities**

- Exemplifies behaviours, actions and attitudes that are consistent with municipal vision, mission and values.
- Maintains, organizes and updates records and filing.
- Ensures own understanding and compliance with Township and legislated polices, practices and procedures.
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations.
- Strives to achieve continuous quality improvement and excellence in all activities and outcomes.
- Participates on internal and/or external committees and meetings as required, providing input and recommendations where appropriate.
- Implements new procedures and controls deemed necessary by management.
- Attends mandatory, necessary and/or approved educational/learning workshops, seminars, webinars or other, including those required to maintain and update skills and knowledge and /or for licensing renewal.
- Performs other duties as required.

***The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.***

**PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:**

### **Qualifications**

#### **Education/Training/Licences**

- Degree in Business Administration/Commerce or post-secondary education, combined with a professional accounting designation (CPA-CGA, CA, CMA).
- Completion of a post-secondary diploma/certification in Human Resources Management, or willingness to complete is an asset.
- Possession of a valid “G” Driver’s Licence is an asset.

#### **Experience**

- A minimum of three (3) years’ experience in general accounting and finance functions is required.
- A minimum of one (1) year experience in payroll, benefit, pension administration and Human Resource on-boarding related functions is preferred.
- Previous experience in municipal accounting processes and practices’, including PSAB standards, is an asset.

#### **Knowledge and Skills**

- Proficiency in general accounting and finance related functions and concept, is required.
- Familiarity with payroll administration principles, processes, procedures, policies, directives and guidelines is preferred.
- Familiarity with legislation related to payroll administration, employee benefits, pension plans and a working knowledge of collective agreement administration, as it relates to payroll and benefits, is preferred.
- Familiarity with Municipal taxation, accounts payable, accounts receivable and banking processes and procedures is an asset.
- Thorough knowledge of and skill base in office functions, is required.
- Ability to communicate effectively and deal with concerns, complaints and requests for information encompassing a variety of issues and people in problem situations, is required.

- Demonstrated knowledge of accounting and database software programs is required. A demonstrated knowledge of payroll software is preferred.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), and presentation (MS PowerPoint) software, is required. Experience with MS Access is an asset.
- Flexible, adaptable and responsive to change.
- Ability to work independently with minimal supervision.
- Accountable for own actions and decisions, making decisions within the scope of the position, municipal policies, operating procedures, legislative requirements and risk management.
- Excellent planning, time-management, multi-tasking and organizational skills.
- The incumbent must provide a clear **Police Criminal Record and Judicial Matters Check** upon hire, and per Municipal policy.
- Ability to maintain confidentiality where mandated or required.

### **Working Conditions**

- Work is generally completed at a desk with regular periods of computer/phone use and counter work.
- The incumbent has freedom to move about or change position at will.
- Work may require very occasional physical activity such as lifting and typical for office environment.
- Required to frequently view a computer screen daily for generally short periods for responding to e-mail, reading or preparing documents or reports, maintaining data, and completing forms, etc.
- Frequent short periods of focussed attention, is required.
- Attention to detail to ensure accuracy of data and information.
- Frequent interruptions.
- Predetermined deadlines.

- Availability to work overtime, including evenings and weekends during peak periods, and in order to meet reporting requirements and deadlines, or as otherwise deemed necessary, is required.
- Occasionally deals with difficult customers.
- Typical municipal office environment.

**Signatures**

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Date	Incumbent	Manager

