

Job Description

Deputy Treasurer



Position Synopsis and Purpose

As a member of the municipality's Finance team, the Deputy Treasurer is responsible for managing the Municipality's Finance Department's day to day activities. This position will ensure finance functions and tasks are completed in accordance with Public Sector Accounting Board (PSAB) standard, appropriate legislation including the Ontario Municipal Act and Assessment Act and Municipal policies and procedures.

Corporate expectation is for the position to supervise ongoing transactions that involve Municipal finance, accounting, budgeting, and accountability for analysis and reporting. Provides leadership, guidance, and support to staff in the Finance Department, as well as advice, guidance and direction concerning finance and accounting activities throughout the corporation. Controls departmental resources under the position's direction – money, material, equipment, information, and time. This position is responsible for the maintenance of asset data, and coordinating asset management planning activities, including developing policies and procedures, data integration, managing analysis of levels of services and life cycles, and forecasting.



Responsibilities

Finance Duties (60% of Time)

- Supervises the Accounts Payable/Payroll Clerk, supporting employee performance on a day-to-day basis. Mentor staff and ensure accurate and timely processing, record keeping and reporting of the general accounting, payroll and accounts payable operations.
- Ensure implementation of best practice research/recommendations as it relates to financial matters.
- Ensure adherence to corporate policies including, but not limited to, the Procurement Policy.
- Provide financial content support for departments, CAO and Council.
- Research, author and present reports, recommendations or presentations to the Director of Finance/Treasurer, CAO, Committees and Council on financial and corporate matters.
- Coordinate the overall day-to-day financial operations and reporting requirements of the Corporation.
- Oversee the preparation of monthly variance reports.
- Prepare mandated financial reports and present them to the Director of Finance/Treasurer prior to presenting them to Council.
- Direct, organize and co-ordinate all revenue and expenditure stream activities, including general billing, accounts payable and payroll.
- Ensure revenues are collected in a timely manner.

- Verify the bi-weekly payroll journals for accuracy and completeness; provide back up for processing payroll remittances, benefit administration, OMERS pension reports and WSIB claims; review and approve monthly and year end reports.
- Preparation of the monthly bank reconciliations.
- Supervise and ensure general ledger month-end and year-end cut off of accounting modules are performed accurately by Finance staff.
- Review and recommend changes/additions to the Municipal Fees and Charges Schedule and prepare recommendations for Council consideration.
- Assist with financial reporting including preparation of the annual Financial Information Return (FIR)
- Prepare working papers for year-end audit and coordinate the preparation of annual financial audits under the direction of the Director of Finance/Treasurer.
- Understand and ensure compliance of the Occupational Health and Safety Act and Regulations to maintain a safe and healthy work environment (regular tailgate talks).
- Understand and enforce the Municipality's Health & Safety policies and procedures and the Municipal HR Policies.
- Act in the absence of the Director of Finance/Treasurer.

Asset Management Duties (40% of Time)

- In collaboration with the Engineering Technologist, update and maintain the asset management database to include condition assessment information, lifecycle maintenance activities, etc ensuring compliance with the approved policies and procedures including PSAB requirements.
- Maintain the tangible capital asset inventory and coordinate asset valuation, amortization and reporting as required under PSAB 3150 for Tangible Capital Assets
- Assist in the development and ongoing review of the Municipality's Strategic Asset Management Plan, ensuring compliance with legislation.
- Work with engineers and/or consultants as required to obtain updated condition data
- Record & maintain all additions, disposals, work in progress, amortization calculations and schedules related to asset inventory. Reconcile these amounts to the municipality's General Ledger.
- Work with the Director of Finance/Treasurer and the Director of Infrastructure and Operations to perform annual financial evaluations of assets including write-offs and betterments.
- Assist the Director of Finance/Treasurer and the Director of Infrastructure and Operations in the development of life-cycle management programs for all municipal assets, including roads, bridges, water, wastewater, buildings and other tangible capital assets (TCA's).
- Works collaboratively with the Director of Finance/Treasurer and the Director and Infrastructure and Operations to maintain a consolidated and integrated asset data management system and assessment tools to be used in conjunction with the GIS system.
- Work with various departments to estimate future costs for replacement, rehabilitation or general maintenance requirements for all assets using industry standard practices.
- Work with managers to gather applicable subdivision assumption information for incorporation into database.
- Maintain GIS linkage to the asset management database.
- Prepare and lead presentations on asset management initiatives to internal and external stakeholders, management, and council.
- Assist in the development of applicable policies and procedures relating to asset management.
- Act as a resource to various departments in the implementation of software which has a direct linkage with the asset management database.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Preferred Qualifications

Education (degree/diploma/certifications)

- Undergraduate university degree or college diploma in business administration with an emphasis in accounting or related field, or equivalent experience.
- Municipal Tax Administration Program (MTAP) is considered an asset.
- Previous work experience supervising and managing staff.

Experience

- Minimum of Five (5) years' of experience in a related field; commerce, accounting or finance.
- Municipal experience is considered an asset.

Knowledge/Skill/Ability

- Demonstrated ability to use reliable judgment and maintain confidentiality.
- Detail oriented and ability to compile, audit, verify, and research information and data.
- Sound analytical problem solving and reasoning skills in order to identify alternative solutions, conclusion or approaches to problems.
- Exceptional communication skills (written and verbal and presentation)
- Ability to work independently and as a team member.
- Must have strong work ethic and be able to maintain standards of conduct and provide leadership, direction, and motivation to staff in a consistent and fair manner.
- Excellent customer service and interpersonal skills.
- Strong organizational skills with a demonstrated ability to prioritize, coordinate work schedules, handle multiple projects and competing demands and meet deadlines.

Note: As a condition of employment, the incumbent must provide a successful criminal and vulnerable persons screening and background check.



Work Setting

Contacts

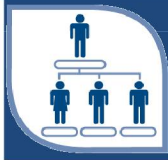
Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Finance Staff and General Public	Constant	Ability to provide support, direction and overseeing staff; accurate information, and use reliable judgement
Council	Occasional	Council reporting and verbal inquiries from time to time
Management	Occasional	Providing support, providing accurate information and use reliable judgement

Work Conditions

- May have to work long hours to complete special requests or projects and may have to spend long hours sitting and using office equipment, computers.
- 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 staff. The Deputy Treasurer may find the environment to be busy and noisy and will need excellent organizational, time and stress management skills to complete the required tasks.
- Will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time. The Deputy Treasurer will need to handle complaints of a financial nature from residents and businesses which may result in emotionally charged situations.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.



Position Classification

Position Title	Deputy Treasurer
Division	Administration
Department	Finance
Classification	Non-Union
Branch	N/A
Reports to (Direct)	Director of Finance/Treasurer
Equivalency Code	N/A
Hours per Week	35
Effective Date	January 1, 2024
Revision Date	