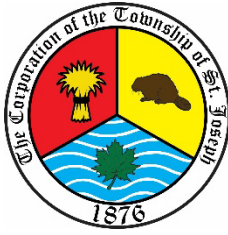


THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

JOB DESCRIPTION



Deputy Clerk/Treasurer

Department	Administration
Job class	18
Last Updated	August 2023

PRIMARY FUNCTION:

Performs accounting functions related to accounts payable, accounts receivable, cash receipts, payroll, and account reconciliation. Provides additional accounting and clerical support to the Treasurer and the Clerk Administrator. Responsible for general office coordination, including administrative scheduling, reception and customer service. Provides back-up for Treasurer and Clerk Administrator, and coverage during their absences from the office.

REPORTS TO

- Clerk Administrator and Treasurer

MAJOR EQUIPMENT OPERATED

- Microsoft Office Suite
- Microsoft Outlook
- USTI Asyst & Quicken Financial Software
- Printers, scanner, photocopier, facsimile
- Other miscellaneous office equipment

RESPONSIBILITIES

FINANCIAL

- Processes all accounts payable invoices in a timely and efficient manner on behalf of the Municipality. Enters invoices and processes cheque runs and bank EFT files. Maintains vendor information in Asyst as well as vendor files. Reconciles vendor accounts to statements.
- Processes monthly and bi-weekly payroll. Collects time sheets, verifies signatures and compliance with policy, follows up on exceptions, enters and processes payroll in Asyst, and processes cheque runs and bank EFT files. Maintains payroll records, including new employee set up, employee attendance and accruals, issues annual statements, and issues Records of Employment. Processes pay rate changes upon receipt of appropriate authorization. Maintains payroll related information in personnel files.
- Prepares monthly payroll remittances (CRA, WSIB, OMERS, EHT, and WSIB).

- Processes all accounts receivable invoices. Issues invoices and statements, tracks payments, and follows up on unpaid accounts.
- Responsible for all cashier functions with respect to processing tax, water/sewer and other miscellaneous payments at the counter. Enters cash transactions into Asyst and issues receipts.
- Prepares weekly deposits for all cash receipts.
- Performs accounting for all Marina revenue deposits during summer months.
- Prepares monthly bank reconciliations for all bank accounts.
- Prepares year end audit working papers for all areas of responsibility for review by the Treasurer.
- Assists Treasurer with the preparation and mailing of semi-annual tax billing.
- Maintains mortgage information on property tax accounts, sends mortgage listings to banks/mortgage companies, and reconciles payments.
- Processes address changes and transfers of ownership on property tax accounts, enters into Asyst, files in roll files, and submits to MPAC.
- Assists Treasurer with the preparation of quarterly water/sewer bills. Processes owner and address changes. Responds water/sewer account inquiries.
- Responds to general property tax inquiries. Issues tax certificates and responds to account inquiries.
- Performs the duties of Treasurer for the Events Committee. Administers event planning and productions for community events.
- Assists the Treasurer with the administrative maintenance of the Township's Tangible Capital Asset Program.
- Prepares excel spreadsheets and journal vouchers as required.
- Prepares other miscellaneous account analysis and support where required.

DEPUTY CLERK

- Prepare agendas, reports, and minutes, and attends Council and subcommittee meetings in the absence of the Clerk.
- To undertake research and provide advice to the Clerk and to Council on policies and programs in accordance with the Municipal Act and other relevant legislation.
- To ensure that Council directives are implemented, and policies established, in order to effectively carry out Council's decisions.
- Records, files and submits building permit data for Financial Information Return and quarterly reporting to MPAC.
- Review and process lottery license applications, provide advice and guidance to applicants, and audit lottery reports.
- As Deputy Returning Officer, assists Clerk with all aspects of municipal elections.
- Coordinates purchasing, maintenance and contracts for IT and telecommunications equipment.
- Performs the functions of Treasurer for the St. Joseph Township Cemetery Board.
- Respond to Cemetery enquiries, administer plot sales and prepares and submits annual reports.
- Maintains and updates municipal website, social media accounts, and events calendar.
- Processes applications for civic addressing.
- Assist with administration of Wildlife Damage Compensation Claims.

OFFICE ADMINISTRATION RESPONSIBILITIES

- Handles general inquiries, facility bookings, and issuance of licenses and permits to residents and ratepayers at the counter (i.e. dog tags, entrance, signs and fire permits).
- Maintains IT, telephone and telecommunications systems.
- Purchases office supplies and postage and maintains stock.
- Assists the Clerk Administrator with the Records Management Program.
- Files correspondence and documents for the Finance Department.
- Completes annual waste diversion report (Datacall)
- Maintains tracking of landfill tipping fee vouchers.
- Assists department heads with purchasing, IT, admin, and general finance support.
- Undertakes one position related learning experience each calendar year.
- Other duties as assigned.

QUALIFICATIONS

- Diploma or degree in accounting, business or office administration or related experience.
- Knowledge of municipal finance, taxation, assessment and utility billing are considered a definite asset
- Superior working knowledge of USTI Asyst accounting and Microsoft Office software with strong skills in Excel
- Completion of the AMCTO Municipal Administration Program and/or AMTCO Municipal Tax Collectors Program are considered a definite asset
- Must have exceptional customer service and conflict resolution skills, with the ability to take in and access a wide variety of information and utilize it to provide support and assistance both internally and externally.

HOURS OF WORK

The Deputy Clerk/Treasurer position is full-time/salary. Will be required to work 40 hours per week with an option for payment of overtime or accumulation of time off in lieu of overtime pay to a maximum accumulation of 160 hours to be carried over from one year to the next.