

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

JOB DESCRIPTION



Deputy Treasurer

Department	Administration
Job class	18
Last Updated	October 2024

PRIMARY FUNCTION:

The Deputy Treasurer is responsible for the day-to-day operations of the Finance Department and will manage the municipality's accounting activities to ensure accounting procedures are delivered in accordance with statutory and regulatory requirements. With guidance from the CAO Clerk-Treasurer, the Deputy Treasurer will also perform a full range of finance and accounting related duties including, but not limited to accounts payable, accounts receivable, cash receipts, payroll, account reconciliations, property and utility billings, and consultation with internal and external stakeholders in a financial capacity. Provides additional accounting and clerical support to the CAO Clerk-Treasurer and other staff as required.

REPORTS TO

- CAO/Clerk-Treasurer

DIRECTION EXERCISED

- N/A

MAJOR EQUIPMENT OPERATED

- Microsoft Office Suite, with particular focus to Excel
- USTI Asyst
- Printers, scanner, photocopier, facsimile
- Other miscellaneous office equipment

RESPONSIBILITIES

Finance & Accounting

- 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 (T4, OMERS Form 119), and issues Records of Employment. Processes

pay rate changes upon receipt of appropriate authorization. Maintains payroll related information in personnel files.

- Benefit administration for OMERS and group insurance.
- Prepares monthly/quarterly/annual payroll remittances (CRA, WSIB, OMERS, EHT, and WSIB) and quarterly HST returns.
- 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 of annual budget and monitors budget throughout the year, including sending monthly statements to department heads.
- Assists the Treasurer with the administrative maintenance of the Township's Tangible Capital Asset Management Program.
- Provides support on financial matters to the Events Committee. Prepares and submits annual licensing report.
- Performing the duties of Treasurer for the St. Joseph Island Museum and Cemetery Boards. Prepare and submit annual reporting requirements.
- Supporting the Manager, Seniors and Persons with a Disability Services and Ontario Health North in financial reporting and all other accounting services for the Dr. Harold S. Trefry Memorial Centre.
- Maintains filing system for the Finance Department
- Prepares excel spreadsheets and journal vouchers as required.
- Prepares other miscellaneous account analysis and support where required.

Property Taxes & Utilities

- 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 tax software, 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.
- Calculates and applies penalties and interest on outstanding tax and water/sewer accounts monthly. Performs all duties of account collection in accordance with Township By-laws.

General & Administration

- Collaborating with other staff to achieve successful development of initiatives, projects, by-laws, policies and funding applications, especially regarding financial elements.

- Provides assistance, as needed, with 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).
- Purchases office supplies and postage and maintains stock.
- 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 A Syst accounting and Microsoft Office software with strong skills in Excel
- Completion of the AMCTO Municipal Administration Program, Municipal Accounting and Finance 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 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.