

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

JOB DESCRIPTION



Treasurer

Department: Administration

Job Class: 33

Last Updated: August 2024

PRIMARY FUNCTION:

The Treasurer of the Corporation of the Township of St. Joseph manages the Finance Department and is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the Council of the municipality. The Treasurer provides guidance to Department Heads for purposes of budgeting and reporting and provides financial expertise/guidance to all staff and to Council. As an integral part of the municipality's management group, the Treasurer also provides leadership for improving communications and efficiencies.

REPORTS TO

- Council (through the Clerk Administrator)

DIRECTION EXERCISED:

- Deputy Clerk-Treasurer

MAJOR EQUIPMENT OPERATED

- Microsoft Office Suite, USTI asyst, Streetlogix
- Printer, Scanner, Photocopier
- Other office equipment & software

RESPONSIBILITIES

- Manages all financial affairs of the municipality on behalf of and in the manner directed by the Council of the Municipality. Carries out statutory duties of the Treasurer under the Municipal Act.
- Providing Council with information with respect to the financial affairs of the municipality as it requires or requests. This includes working with the Clerk-Administrator in providing comment on the financial impact of municipal business in Council meeting reports to assist in decision-making.
- Maintaining accurate records and accounts of the financial affairs of the municipality.
- Accounting/auditing of all revenue sources (property taxes, user fees, government funding, etc.) of the municipality. Manage the invoicing and collection of all accounts receivable. Audit, verify and post all cash receipts.
- Depositing all money received on behalf of the municipality in a financial institution designated by the municipality.
- Paying all debts of the municipality and other expenditures authorized by the municipality.

- Performing all duties related to annual Property Tax billings including liaison with Municipal Property Assessment Corporation (MPAC) regarding property assessment issues. Performs all property tax adjustments (i.e. supplementary / omit / ARB / s.356/357 of Ontario's Municipal Act, 2001).
- Performing the duties of Treasurer for the Cemetery Board and St. Joseph Island Museum Village.
- Performing all duties related to quarterly Water & Sewer billings.
- Payroll administration including entry auditing, verify and posting of monthly and bi-weekly payroll, preparation of T4s and source deduction remittances.
- Benefit administration for OMERS and group insurance.
- Coordinating year end audit including preparation and review of working papers, and presentation of financial statements to Council.
- Ensuring compliance with Public Sector Accounting Board (PSAB) accounting regulations.
- Responsible for Asset Management Planning, in cooperation with municipal Department Heads.
- Ensuring the completion of all regular financial reporting.
- Managing the municipality's investment portfolio, ensuring investments are made in compliance with the regulations made under Ontario's Municipal Act, 2001, and complying with any requirements applicable to the treasurer.
- Coordinating and leading budget planning, preparation and approval, with Department Heads, relevant staff, Boards, Committees and Council. Administer and monitor the approved municipal budget. Providing staffing budgets for all municipal departments.
- Liaising with the Manager, Seniors and Persons with a Disability Services and Ontario Health North to perform budgeting/financial reporting and all other accounting services for the Dr. Harold S. Trefry Memorial Centre.
- Collaborating with other staff to achieve successful development of initiatives, projects, by-laws, policies and funding applications, especially regarding financial elements.
- Assisting with hiring of other staff as required, which could include assisting with the developing job descriptions and interview questions, testing of candidates, participating on interview panel.
- Attending Council meetings as required.
- Undertaking one position-related learning experience each calendar year.
- Management and implementation of corporate software solutions.
- Receiving and acting upon direction from Council.
- Performing other duties as may be assigned by Council.

QUALIFICATIONS

- A minimum of 5 years' experience in an increasingly responsible accounting position.
- A Diploma or Degree in Accounting, Business Administration, or related studies.
- Chartered Professional Accountant designation, or equivalent experience and a willingness to achieve designation.
- Ability to be bonded
- Financial experience in a municipal or other public sector setting with knowledge of Ontario's Municipal Act, 2001 would be considered an asset.

HOURS OF WORK

The Treasurer position is full-time/salary. Will be required to work 40 hours per week.