

TAY VALLEY TOWNSHIP
POSITION DESCRIPTION

POSITION DATA

Position Title: Deputy Treasurer
Reports To: Treasurer
Indirectly Reports To: Chief Administrative Officer
Department: Finance
Effective Date: April 1, 2025
Revised Date: N/A

POSITION SUMMARY AND PURPOSE

Reporting to the Treasurer, the Deputy Treasurer provides support in the performance of the statutory duties of the Treasurer and assumes all of the powers and duties of the Treasurer under the *Municipal Act, 2001* or any other provincial legislation as necessary and/or in the absence of the Treasurer.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

Service Delivery, Government Relations and Citizen Engagement, Financial Management, Human Resources Management, Communication, Integrity, Self-Management.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent _____
Date

This position description reflects the key duties, responsibilities and requirements of the position.

Treasurer _____
Date

Chief Administrative Officer/Clerk _____
Date

TAY VALLEY TOWNSHIP

Position Description: Finance – Deputy Treasurer – Full Time

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

Description	Approximate Time Spent (%)
1. Performs the statutory duties of the Treasurer under the Municipal Act and other provincial legislation, as required and in the absence of the Treasurer.	1%
2. Assists the Treasurer with the operating and capital budget for the Township, including but not limited to, preparation, reviews and forecasts. 3. Assist with monitoring revenues and expenditures and certifies expenditures.	22%
4. Assists with the preparation of the annual financial audit.	5%
5. Responsible for the Township's Asset Management Plan and database to ensure it remains current and fully supported by a financial strategy. 6. Manages the asset inventory and establishes procedures for sustainable asset management in conjunction with the Treasurer, Public Works Manager and Chief Administrative Officer/Clerk.	32%
7. Prepares monthly bank reconciliation for multiple bank accounts (ex. general, development charges, cash in lieu of parkland, etc.), including associated tasks such as: <ul style="list-style-type: none">• confirming all cash receipt deposits are included and match the general ledger;• processing non-routine journal entries, (ex. grant funding payments, livestock claims, long term debt, etc.);• processing pre-authorized debits (ex. Hydro, internet, phone, etc.);• comparing processed cheque payments to cashed cheque payments to determine outstanding cheque listing;• following up on any old stale dated cheques.	10%

TAY VALLEY TOWNSHIP**Position Description: Finance – Deputy Treasurer – Full Time**

8. Assists with the preparation of grant applications/proposals and assists with interim and final reports for successful grants.	5%
9. Maintains and reconciles multi-year security deposit sub-ledgers for zonings, minor variances, severances, site plan control agreements, development agreements, road closures, road assumptions, road naming, entrance permits, building permits, community hall rentals, etc.	5%
10. Reconciles cemetery bank accounts and prepares annual reporting to the Bereavement Authority of Ontario.	2%
11. Assists with the annual insurance renewal.	2%
12. Prepares bi-annual HST Public Service Rebate.	2%
13. Responsible for Lottery Licensing in accordance with the Alcohol and Gaming Commission of Ontario.	2%
14. Acts as backup for enquiries at the front counter, cash receipting, day-to-day activities, accounts payable, payroll, final posting of cash receipt batches, etc. in the absence of the Property Tax Collector and Payroll Coordinator and Finance Administrative Assistant.	2%
15. Supervises and directs the activities of summer students and the Finance Administrative Assistant.	5%
16. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	1%
17. Maintains electronic and hard copy office records in accordance with the Township's records management system.	ongoing
18. Responsible to act in the capacity of the Treasurer in the absence of the Treasurer.	1%
19. Performs other related duties as assigned.	3%

TAY VALLEY TOWNSHIP

Position Description: Finance – Deputy Treasurer – Full Time

FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Post-secondary school diploma in accounting or related field of study
- Municipal Accounting and Finance Program (MAFP) (or ability to acquire within 3 years of start date)
- Drivers' license

1.2 Experience

- Three (3) years' experience in an office environment
- Three (3) years' experience in financial/treasury positions, in a private or public sector setting
- Budgeting, annual financial reporting, asset management and long-term financial planning experience
- Experience using financial software
- Cash handling and processing financial transactions
- Dealing with the public and outside agencies

1.3 Knowledge/Skill/Ability

- Knowledge of accounting practices
- Knowledge of municipal financial legislation and practices
- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, Excel
- Punctual and reliable
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Strong time management and organizational skills
- Ability to determine work priorities
- Ability to take initiative
- Ability to work independently
- Ability to interpret and apply legislation, regulations and rules
- Ability to perform duties with a high degree of accuracy
- Ability to preserve the integrity of all confidential matters

TAY VALLEY TOWNSHIP

Position Description: Finance – Deputy Treasurer – Full Time

2. Preferred Qualifications

2.1 Education

- Professional accounting designation (CPA)
- Post-secondary school courses in payroll and benefits
- Asset Management courses and training
- Municipal Tax Administration Program (MTAP)
- Municipal Finance 101
- Municipal designation
- Municipal training

2.2 Experience

- Three (3) years' experience in financial/treasury positions, in a municipal setting
- Experience processing accounts payable and accounts receivable
- Experience in administering payroll and benefits
- Experience in municipal property tax and assessment
- Assisting with budget preparation, review and forecasting
- Assisting with asset management planning and experience with asset management software
- Experience using Microsoft Dynamics (Great Plains), Municipal Connect, PSD-CityWide, Transfer Payment Ontario
- Managing in a unionized environment

2.3 Knowledge/Skill/Ability

- A working knowledge of the Municipal Act
- A working knowledge of the Employment Standards Act
- A working knowledge of other relevant legislation and taxation, assessment and employment matters

3. Decision Making and Independence

Complexity/Problem Solving

Determines work priorities. Interprets and applies legislation, regulations and rules. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

Supervision, Training, Management and Advisory Responsibilities

Manages one (1) full-time staff performing finance administrative functions. May manage summer students or co-op students.

May be required to manage staff in the Finance Department when acting in the absence of the Treasurer.

TAY VALLEY TOWNSHIP

Position Description: Finance – Deputy Treasurer – Full Time

Supervision Received – Independence of Actions

Ability to work as part of the Finance Department team to achieve broad department goals under the direction of the Treasurer.

Assists with development and once adopted, carries out policies and procedures to attain department goals and objectives, referring matters not covered by policy to the Treasurer.

Required to work independently under established policies and procedures.

Follows the policies and procedures of the Township.

Impact of Decisions

Decisions will have a direct impact on the overall financial status of the Township.

Errors in information provided to the Treasurer can impact on the quality of decision-making. Errors can also affect the image and liability of the Township, its relationships with the public, staff and other agencies.

Confidentiality

Regularly works with confidential employee, Members of Council, Board, Committee and Working Group information, as well as confidential property owner and vendor information.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Treasurer	Frequent	Internal – receive direction, advice, seek clarification, and provide information.
Property Tax Collector and Payroll Coordinator	Regular	Internal – provide direction, advice, clarification and information.
Finance Administrative Assistant	Frequent	Internal – provide direction, advice and clarification.
Chief Administrative Officer/Clerk	Regular	Internal - receive direction, advice, seek clarification, and provide information.
Municipal Staff	Occasional	Internal – provide clarification and information.
Council, Board, Committee and Working Group Members	Occasional	Internal - provide clarification and information.

TAY VALLEY TOWNSHIP

Position Description: Finance – Deputy Treasurer – Full Time

General Public	Occasional	External – general information for the Finance Department, general and escalated enquiries.
MPAC	Occasional	External – seek advice, clarification, reporting.
OMERS	Occasional	External – seek advice, clarification, reporting.
External Agencies (ex. lawyers, Real Tax, etc.)	Occasional	External – collaborate, provide information.
Government Agencies	Occasional	External - seek advice, clarification, provide information, reporting.

Provides information to the public; uses tact to address their inquiries and concerns. Must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

5. Work Conditions

Township Municipal Office – Office Area.

Regularly deals with public complaints, refers contentious issues to management staff. Occasionally must deal with the stress of working with staff and the public on sensitive, personal matters.

5.1 Hours of Work

- Normal Working Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.
- Evenings/Weekends: N/A
- On-Call: N/A
- Overtime: Occasional overtime may be required to meet deadlines.

5.2 Work Environment

The duties of the position are performed primarily in an office environment.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

TAY VALLEY TOWNSHIP

Position Description: Finance – Deputy Treasurer – Full Time

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	95%				95%
Outdoors				5%	5%
					= 100%

	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			20%		20%
Time spent travelling				5%	5%
Frequency of interruptions			35%		35%
Frequency of changing deadline and priorities			35%		35%
Interaction with irate/aggressive clients/customers				5%	5%
					= 100%

5.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

Frequency Legend

Constant	every day most of the day
Frequent	daily
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Occasional	bi-weekly to monthly

TAY VALLEY TOWNSHIP

Position Description: Finance – Deputy Treasurer – Full Time

	Constant	Frequent	Regular	Occasional
Noise			X	
Fumes				X
Dirt, Dust				X
Hazardous Chemicals				X
Disagreeable Weather Conditions				X

5.4 Physical Requirements

May be required to sit for extended periods of time while using the computer and calculator.

May be required to lift boxes of paper weighing 20 kilograms.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				
Operating and/or Maintaining Vehicles - Sitting				X
Operating and/or Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis				
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

TAY VALLEY TOWNSHIP

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5.5 Mental Requirements

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of callers and customers. It is also required in order to interpret and apply legislation, regulations and rules.

Must meet deadlines.

Must deal with the stress of working with staff and the public on sensitive, personal matters.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings (working with personal and financial information)			X	
Visual Effort Required on a Concentrated Basis (reading, inputting, analyzing data, report writing, operating a computer, policy writing)	X			
Requirement to Listen Attentively (understanding, responding appropriately, problem solving, negotiating, mentoring, retaining information for later)		X		

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ORGANIZATIONAL CHART

Treasurer

DEPUTY TREASURER

Property Tax Collector and Payroll Coordinator

Finance Administrative Assistant