
THE CORPORATION OF THE TOWNSHIP OF ESSA

POSITION DESCRIPTION

DEPUTY-TREASURER



POSITION: Deputy-Treasurer
DEPARTMENT: Treasury
REPORTS TO: Manager of Finance/Treasurer

POSITIONS SUPERVISED DIRECTLY: Accounting/Utilities Coordinator, Senior Accounting Clerk-Payroll and Accounts Payable, Tax Clerk-Cashier, Cashier-Customer Service.

POSITION DETAILS:

Position Status: Full Time
Pay Method: Salary
Normal Work Week: 35
Overtime Status: In lieu of working overtime, 5 days can be taken off at regular pay in each calendar year, subject to the Treasurer and/or CAO's approval.

PURPOSE and SCOPE:

The Deputy-Treasurer is responsible for the administration of municipal accounting activities which include cash receipts, accounts receivable, accounts payable, fixed assets, water/sewer billing, payroll, bank reconciliation, general ledger account maintenance, management of the accounting information system, monthly reporting and review of financial controls to ensure accounting procedures are within Generally Accepted Accounting Practices and in accordance with the statutory requirements set under applicable Legislation and Regulations. The Deputy-Treasurer prepares and processes all accounting entries to maintain the Tangible Capital Assets database according to PSAB 3150. The Deputy-Treasurer will also assist in the preparation of the working papers for the year-end audit and various schedules of the Financial Information Return (FIR) and Municipal Performance Measurement Program (MPMP).

SPECIFIC DUTIES:

1. Record all tangible capital asset inventory, purchases, disposals and betterments on Access/Excel database using invoices and existing documentation and information from Departments. Assign asset project numbers and record the asset book value and appropriate details for calculation of annual amortization in the Township's accounting system as required under PSAB 3150 – Accounting for Tangible Capital Assets and the Township's Tangible Capital Asset Policy. Process all accounting entries related to fixed assets in order to prepare a Schedule of Fixed Asset Continuity including newly acquired assets, work in progress assets, disposal of assets, improvements, betterments and amortization for the annual FIR and Financial Statements. Maintains fixed asset records for pooled assets and all road, water and sewer infrastructure.
2. Directs, organizes and coordinates all expenditure stream activities, including accounts payable and payroll. Coordinates the integration of accounts payable and fixed asset accounting within the municipal software system. Provides backup and reviews HST, SOCAN and other legislated remittance reports. Coordinates the reconciliation of revenue stream accounts for monthly reporting and the financial statements.
3. Daily approval of all General Journal posting edit lists. Review accounts payable invoices and Visa business card statements/receipts for completeness and coding accuracy in accordance with

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established budgets. Approves invoices for preparation of payment in the absence of the Treasurer. Prepares journal entries.

4. Verifies the bi-weekly payroll journals for accuracy and completeness. Provides back up for processing payroll, payroll remittances, benefit administration, OMERS pension reports and WSIB claims, reviews and approves monthly and year end reports.
5. Compile, review and distribute monthly financial reports to Department Heads and Managers.
6. Supervise and ensure that general ledger month end and year end cut off of accounting modules are performed accurately by Treasury staff.
7. Provides back up for monthly bank reconciliation processing and approves bank reconciliation entries. Will process the monthly bank reconciliation when necessary.
8. Interact with Diamond Municipal Solutions and the Township's IT support for software builds, upgrades and enhancements and assist Treasury staff with upgrade changes. Liaise with planning, public works and building department staff to ensure that new properties are added to the property data base on a timely basis. Monitor integration of the property data base from the Township's accounting system to the Township Property System (MOARS). Reviews software to ensure compatibility and recommend efficiency improvements.
9. Assists the Treasurer with payment in lieu of taxes and grant applications as necessary.
10. Assists the Treasurer with Reserves and reserve funds where necessary.
11. Review Municipal Fee Schedule and prepares fee schedule recommendations for delivery to the Clerk's department for Council consideration.
12. Reconcile Development Charge collections and provides back up to staff to prepare County and Education monthly development charge reports and payments.
13. Input data into the Financial Information Return and prepares the Municipal Performance Measures (MPMP) reports in collaboration with the Treasurer.
14. Collects yearend audit working papers from staff for review. Prepares final working papers for year end audit. Communicates with the auditors during the interim and year-end audits.
15. Prepares payroll and benefit budget worksheets for the annual budget deliberation process.
16. Performs the statutory duties of the Municipal Deputy-Treasurer, who shall have all the powers and duties of the Treasurer under the Municipal Act.
17. Participates in various meetings, seminars and workshops as necessary.
18. In collaboration with the Treasurer, supervises Treasury Department staff (outlined above) exercising the full range of supervisory responsibilities: assigns and oversees their work; sets performance standards and work schedules, and ensures that they are met, assigns overtime, schedules vacations, grants time off, trains staff, monitors performance, conducts performance evaluations and recommends step increases; participates on hiring committees, trains, develops and evaluates employees accountable to the Treasurer in accordance with the policies of the organization and best human resources practices; recommends disciplinary action when appropriate. Fosters a team environment by role modeling leadership behaviour empowering employees and building team capability.
19. Other duties as required.

HEALTH & SAFETY:

- To learn, understand and practice standard Township operating procedures.
- To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Township Health and Safety Policies and Procedures.
- To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- To report unsafe acts or conditions to their supervisor or Health and Safety Committee Representative.
- To report any occupational injury or illness immediately to their supervisor.
- To use personal protective equipment, where required.
- To report any contravention of the Occupational Health and Safety Act.

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HUMAN RESOURCES:

- Reports to the Treasurer.
- Responsible for the supervision of staff.

FINANCIAL RESOURCES

- Assist the Treasurer with the preparation of budgets or acquisition of funds.
- Responsible for final review of departmental approved accounts payable compared to budget prior to invoice posting and cheque printing.

MATERIAL RESOURCES

- Proper usage of a computer, printer, internet and email capabilities, calculator, fax machine, mailing machine, photocopier and miscellaneous office equipment.
- Municipal Act, Provincial legislation, Township By-laws and Policies, Assessment Rolls, Municipal Connect (MPAC), Public Sector Accounting Board (PSAB) 3150.

SKILL & EFFORT - Knowledge

- Minimum post secondary degree/diploma in Accounting/Business or professional designation (CPA, CA, CMA, CGA) completion of an accounting program.
- Position will require completion of the AMCTO Municipal Administration Program and the Municipal Accounting Course and the ideal candidate will hold the CMO designation or have equivalent specialized municipal training/education.
- Position will require advanced skills in Microsoft office including database and spreadsheet applications and advanced skills in computerized accounting software (Great Plains).
- Position will require 5 years recent municipal experience and 3 years recent supervisory experience or equivalent training.
- Skills in current software applications and data base management are required.
- Strong organizational skills to prioritize work load in order to meet established deadlines.
- Working knowledge of legislation, policies and procedures related to Municipal treasury department.
- Good accounting and mathematical skills to ensure accuracy of general ledger postings and quality assurance of accurate accounting records.
- Good verbal communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors.
- Knowledge and use of office equipment including computer, printer and calculator.

SKILL & EFFORT - Physical

- Manual dexterity to operate a computer and other office equipment as necessary.
- High level of physical fatigue due to deadlines for mailing water and sewer bills and collecting water and sewer payments on due dates. (up and down to the counter).
- Eye strain and physical fatigue from computer use and prolonged desk work.

DECISION MAKING & JUDGEMENT:

- Work is performed under the supervision of the Treasurer. Access is available to policies and procedures for reference as required and accounting software manuals will be available as required.
- Prioritizing work activities to ensure timely preparation of month end and year end spreadsheets and reports.

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- Ensure accuracy of postings to trial balance, bank reconciliation entries and reports, accounting records, accounting software upgrades and changes, and resolving discrepancies in relation to same.
- Organize reports for review by Treasurer.
- Recommend efficiencies for accounting, collection and software processes to the Treasurer and implement were and when approved.

INTERPERSONAL SKILLS

- **Internal** - Ability to be a team player and to establish effective working relationships with other staff members, department managers, and members of Council. Timely responses are expected.
- **External** – Ability to interact pleasantly and effectively with the public and agencies to provide information.

WORKING CONDITIONS

Physical Environment (nature of physical environment, exposure to hazards/risk of injury):

- Normal office environment.
- Long periods of repetitive motion of a continuous nature leading to risk of repetitive strain injury.

Mental Environment (frequency of interruptions, contact with public, deadlines, control of work schedule):

- Interruptions by public by phone and in person.
- High level of concentration is required to ensure accuracy.
- Contact with the public can include conflict and verbal abuse.
- Work is subject to scheduled deadlines.
- Occasionally required to work outside regular office hours.

Revised: January 2019

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of Essa reserves the right to amend this position description at any time provided that such changes do not represent a substantial change in the purpose or nature of the position.

ACKNOWLEDGEMENT:

I hereby acknowledge and confirm that the above duties and responsibilities are generally the main duties and responsibilities that are performed in this position and that I shall comply with these requirements.

Signature:

Print name

Position Description approved by:

Date: _____