

TOWNSHIP OF MONTAGUE
Deputy Treasurer Job Description
February 2025

Position Title: Deputy Treasurer

Reporting to: Municipal Manager and/or Treasurer

PURPOSE OF POSITION

The Deputy Treasurer is responsible for assisting in the handling of all the financial affairs of the municipality and the management of the accounting, financial controls, accounting system and financial analysis for the Township. The key responsibilities of the position includes managing, supervising and responsibility for the day-to-day operations of the Treasury Department, specifically taxation and revenue, payroll, accounts payable, cash, and accounts receivable functions to protect and safeguard the assets of the municipality.

In the absence of the Treasurer, performs the statutory duties of the Municipal Treasurer under the *Municipal Act*, the *Municipal Affairs Act* and other Provincial Acts and Regulations.

MAJOR RESPONSIBILITIES

- a) Ensures that the Township staff members for whom s/he provides supervision are following occupational Health and Safety practices.
- b) Assists with preparation of the preliminary operating and capital budgets.
- c) Assists with the preparation of journal entries for the general maintenance and upkeep of the General Ledger.
- d) Manages all aspects of property taxation and collection including:
 - the tax system/processes on a day-to-day basis including taxpayer inquiries, interaction with agencies such as MPAC and assisting staff
 - the tax sale process including: generation of final notices, collection throughout various stages, co-ordination and communication with tax sale agency through various steps, preparation and maintenance of extension agreements and management RFP for failed tax sale process.
 - levy billings including interim, final, supplementary /omit, tax reductions and tax apportionments
- e) Oversees all accounting aspects of the municipal water system including water billings, penalties, and the collecting of outstanding accounts.
- f) Oversees accounts receivable transactions including invoicing and ensuring that the accounts receivable are collected in a timely fashion.

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- g) Oversees accounts payable transactions including the approval and review of payables vouchers for accuracy, general ledger coding as well as proper approvals according to procurement policy.
- h) Oversees cash receipting including:
 - Internal controls and security
 - Integrity and accuracy of financial transactions and reports
- i) Assists in preparation of the year-end closing entries, working papers and coordinates the annual audit(s).
- j) Manages the payroll process for all employees. Oversees and finalizes the payroll process for all employees in accordance with Township policies, and Employment Standards Act.
- k) Ensures that payroll and benefit costs are allocated to appropriate departments.
- l) Manages the preparation of summaries, payments, and reporting to WSIB, OMERS, EHT, Revenue Canada & Benefit carriers and ensures that these accounts are balanced at year end and that T4s and records of employment are issued in a timely fashion.
- m) Assigns work, provides training and guidance, and evaluates the performance of the staff members for whom s/he provides supervision.
- n) Provide back-up assistance to other staff as required.
- o) Maintains an effective working relationship with the Township Auditor and representatives of other levels of government on an as required basis.
- p) Work collaboratively with the Municipal Manager and/or Treasurer to research and apply to funding streams (Provincial, Federal, Local) to develop applications that will be successful to fund projects, purchases, etc.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Supervisor.

SKILL AND EFFORT

Knowledge

A post-secondary diploma in finance, accounting, or business diploma (two or three years) in accounting from a Community College or equivalent combination of education and experience.

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AMCTO Municipal Accounting & Finance Program (MFAP), or in the process of completing the program would be considered an asset.

OMTRA Municipal Tax Administration Program (MTAP), or in the process of completing the program would be considered an asset.

Minimum of three (3) years of relevant experience preferably in a government/institutional setting is considered an asset.

Direct experience in a municipal setting and formal education and training in Municipal Accounting and Finance would be an asset.

Working knowledge of legislation, regulations, policies, and procedures that impact municipal government financial operations.

Working knowledge of general ledger, accounts payable, accounts receivable, payroll and fund accounting.

Human Resources

Ability to work independently and in a team environment with a demonstrated ability to be a team player and coach who is able to establish effective working relationships with Council, employees, and the general public.

Financial Resources

Responsible for the preparation and expenditure of operating budgets or the acquisition of funds.

Material Resources

Proper usage of computers, telephone systems and miscellaneous small office equipment.

Physical Skill and Effort

Requires manual dexterity to operate a computer to input and retrieve data accurately and quickly for high duration.

Repetitive physical actions: sitting, standing and regular movement with choice; use of standard office equipment; moderate visual demands involve reading; exposure to background noise.

The position requires the frequent use of a computer, photocopiers, postage machine printers and other like office equipment.

Decision Making and Judgment

Work consists of tasks which involve different and indirectly related processes, methods, and techniques. Action/decision is made by determining alternative

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approaches from within a framework of prevailing customary practices.

Decisions impact effectiveness of numerous Township programs.

Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work. It may be necessary to manage a few requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time sensitive skills will be needed to complete some required tasks.

Interpersonal Skills/Contacts

Internal

Work requires co-ordination, co-operation and team effort with other support staff and the Clerk Administrator/Treasurer to accomplish objectives. Works with all managers to achieve departmental goals.

WORKING RELATIONSHIPS:

INTERNAL	Clerk Administrator, Department Heads, Support Staff, Members of Council.
EXTERNAL	Lawyers, Auditors, Professional Consultants, General Public, Professionals, Agency Partners (MPAC, Conservation Authority, Ministry Representatives)

WORKING CONDITIONS

Environment

This position may have to serve a number of people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing with several requests by staff during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff, members of Council and the public.

Sensory Demands

The position requires frequent use of a computer, photocopiers, postage machine and other like office equipment.

Mental Demands

Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work. It may be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned

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Safety

The Township of Montague believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Township's Safety Policy and understand their:

- Right to Participate:
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Township's Health and Safety Policy and comply with the Occupational Health and Safety Act.