

NORTH HURON

POSITION PROFILE

Position Title **DEPUTY TREASURER**

Department **FINANCE DEPARTMENT**

Report to Title **DIRECTOR OF FINANCE/TREASURER**

Revised June 2023

Pay range: **Band 7**

Position status: **Full time employee**

Pay method: **Hourly**

Normal workweek: **37.5 hours**

Hours over 37.5 to 40.0 hours in a week: **Straight time**

Overtime greater than 40.0 hours in a week: **Paid at time & half**

Location: **North Huron Municipal Office in Wingham**

A – POSITION DESCRIPTION

1. **Scope of Position:**

Assists the Director of Finance/Treasurer with many aspects of their duties. Performs accounting functions of the Township of North Huron in accordance with budgets, objectives, policies and programs as approved by Council and all applicable by-laws and Ontario regulations.

The Director of Finance/Treasurer will be responsible for the remaining accounting functions. The Director of Finance/Treasurer and Deputy Treasurer will work out the most appropriate allocation of the accounting functions.

The Deputy Treasurer reports to the Director of Finance/Treasurer.

2. **Key Responsibilities**

- (a) To assist the Director of Finance/Treasurer in their performance of the statutory duties of the Treasurer under the provisions of the Municipal Act and other related statutes. Perform those duties in the absence of the Director of Finance/Treasurer.
- (b) To assist the Director of Finance/Treasurer with the financial aspects of the Township's short- and long-range operating plans and strategies.
- (c) To assist the Director of Finance/Treasurer in the efficient and effective implementation of the financial aspects of the policies and programs of Council.

To ensure compliance with all relevant financial statutory and regulatory requirements.

- (d) To assist the Director of Finance/Treasurer with the preparation of the annual operating, capital and reserve fund budgets for all Township entities.
- (e) To develop, implement and maintain appropriate municipal accounting software for processing and reporting on the financial affairs of North Huron. To provide support and training to the other North Huron computer users.
- (f) To attend and participate in Council, Committee and Board meetings in the Treasurer's absence or as requested by the Director of Finance/Treasurer.
- (g) To prepare various monthly, annual and periodic internal and external financial reports and analysis as directed by the Director of Finance/Treasurer.
- (h) To assist the Director of Finance/Treasurer in the preparation of financial by-laws for approval by Council.
- (i) To assist the Director of Finance/Treasurer in maximizing all provincial and federal grants.
- (j) To perform accounting duties of the Township including various aspects of:
 - (i) Cash management. Includes control, deposits, monthly bank reconciliations including but not limited to Day Care, Landfill, and Recreation, journal entries, data input & posting etc.
 - (ii) Tax billings, tax write-offs, Supplementary Billings, Minutes of Settlements, OMITS, ANA's etc. including collections (follow up on delinquent accounts) of receivables. Includes maintaining the Assessment Roll, processing changes to the tax roll, balancing to the GL, data input & posting etc.
 - (iii) Assists/Supports Utility Billings, Payroll, Accounts Receivable/Payable, and the front counter.
 - (iv) Mortgage company documentation including receipting of payments, adding/deleting/changing and follow up.
 - (iv) Expenses, cash disbursements and payables (Council approval).
 - (v) Other duties as assigned by the Director of Finance/Treasurer.

Some of the above duties may be shared with the Director of Finance/Treasurer.

- (k) To assist the Director of Finance/Treasurer in maintaining appropriate insurance and bonding for all Township activities.

- (l) To prepare working papers as directed by the Director of Finance/Treasurer for the Municipal auditor to ensure the annual audited statements are performed as efficiently, economically and effectively as possible.
 - (m) To take phone calls from the public concerning the financial affairs of the Township particularly questions about their realty tax bills and to respond to the public promptly and professionally.
 - (n) To perform other duties as may be assigned by Director of Finance/Treasurer.
-

3. Key Relationships

Internal

Council members: interaction as arranged with Director of Finance/Treasurer.

Clerk, CAO: daily interaction as arranged with Director of Finance/Treasurer.

Director of Finance/Treasurer: daily interaction re financial affairs of Township.

Accounting Assistant: daily interaction re financial affairs of Township.

Customer Service Representative/Administrative Assistant: daily interaction re financial affairs of Township.

Other Department Heads: interaction related to accounting duties such as supplier invoice approval, or financial reports etc.

External

Township Auditor: as appropriate.

Public: frequent interaction responding to questions about the financial affairs of North Huron.

Good interpersonal and communication skills are essential to perform this position competently.

4. Decision Making Authority and Judgement Used

The Deputy Treasurer is the assistant to the Director of Finance/Treasurer of the Township. The Deputy Treasurer may have to fill in for the Director of Finance/Treasurer in their absence and make decisions on their own within the framework of the Township policies and procedures as determined by the by-laws of the Township and the direction of Council. Some decisions will require the approval of the Director of Finance/Treasurer. Judgement is required:

- to prioritize the many tasks in process at any time to ensure deadlines are met
- to interpret applicable laws, policies, and procedures
- to provide information to the Director of Finance/Treasurer as required
- to record various financial transactions properly
- to deal with members of the public

5. Problem Solving Responsibility

The Deputy Treasurer operates within a well-defined accounting and legal framework. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

B – POSITION SPECIFICATIONS

To perform the Deputy Treasurer's position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes, municipal finance and accounting requirements and all those skills listed below under "3. Other Skills". This will involve taking seminars, courses and reading current publications.

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation but have compensating work experience.

1. Formal Education and Training

Minimum degree required: College diploma in business or accounting

Minimum Municipal Designation required: AMCT
CMO & CMM designation is desirable.

Professional Designation desirable: CA, CMA, or CGA

2. Work Experience

Minimum Years Required

Experience in accounting or finance

Five

Financial position in a municipality

Three

3. Other Key Skills

- Strong written and oral communication skills.
- Strong time management skills.
- Good interpersonal skills.
- Strong organizational skills.
- Ability to work in fast paced environment under pressure and meet deadlines.
- Ability to analyze & research problems and recommend appropriate solutions.
- In depth knowledge of the Revised Statutes of Ontario in particular The Municipal Act and The Municipal Tax Sales Act and applicable regulations.
- In depth knowledge of municipal accounting.

- Extensive knowledge of computer hardware, software (particularly municipal accounting software) and office equipment.
 - Knowledge of corporate management, planning and municipal finance.
-

C – Position Characteristics

1. Impact & Accountabilities

The Deputy Treasurer is responsible with the Director of Finance/Treasurer, to the CAO for the financial resources of the Township. A person performing this position competently can earn or save the Township significant dollar amounts. Errors in analysis could lead to improper CAO and Council decisions and have serious legal, financial consequences.

2. Supervisory Responsibility

Directly supervises the Customer Service Representative/Administrative Assistant. Indirectly supervises the Treasury Assistant(s).

D – Working Conditions

1. Physical Effort and Environment

Requires manual dexterity to operate computer keyboard, hardware, software, and office equipment.

At certain times during the year the Deputy Treasurer may have to work in excess of their normal workweek.

The physical working environment is comfortable, normally indoor in an office or meeting room.

2. Mental Effort

The mental strain resulting from the work of the Deputy Treasurer is considerable and constant.

There are many interruptions. Decisions must be made quickly. Tight deadlines must be met. Problems to be addressed are varied.
