



Selwyn Township Job Description

Position: Asset Management / Financial Services Assistant	Page: 1 of 3
Reports To: Manager of Financial Services	Date: June 2022
This Job Description is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised	

Job Summary:

Reporting to the Manager of Financial Services, acts as a team leader in the development, implementation, maintenance and improvement of the Township asset management plan and records of assets in accordance with PSAB 3150. Responsible for creating and maintaining the associated long-term financial plan as it pertains to multi-year budgeting, investments, development charges reporting, grants and debt management as well as assists with general finance responsibilities and provides back-up for payables and receivables.

Duties and Responsibilities:

1. Responsible for the development, implementation, maintenance, and improvement of the Township asset management plan, including the coordination of meetings and tasks to ensure existing plans are maintained and updated and new assets are included.
2. Works with department managers to establish risk management practices and performance measurement.
3. Continuously evaluates Township policies and procedures concerning asset management planning to ensure ongoing improvement and continued compliance with legislation through research of best practices and emerging trends. Reviews, updates and documents related protocols such as methods used for determining useful service life, calculation of amortization and calculation of replacement costs.
4. Analyzes capital projects and related funding and prepares adjusting entries accordingly. Prepares capital asset working papers, maintains the capital asset register, and records capital asset amortization annually.
5. Conducts field inspections to research, gather and compile data on municipal infrastructure managed by the Township.
6. Develops, coordinates communications and the educations and training of staff, council and others related to the Asset Management Program. Prepares reports and presentation material as required.
7. Assists the Treasurer and Deputy Treasurer/ I.T. Coordinator with the annual and multi-year budget process, background facts, figures and estimates.

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Duties and Responsibilities: (Cont'd)

8. Assists the Treasurer and Deputy Treasurer/ I.T. Coordinator with investments, cash & debt management. Calculates investment income on investments held by the Township. Maintains letters of credit, security deposits and developer files.
9. Provides back-up support for the Township accounts payables and accounts receivable functions.
10. Provides administrative and accounting support to the Financial Services department.
11. Produces and maintains any forms, records, reports and correspondence as required.
12. Assists with the maintenance of the Financial Services records/archives specific to asset management.
13. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
14. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health & Safety Policy.
15. Performs other duties and carries out special projects as assigned.

Supervision:

This position does not require the incumbent to supervise and direct the work of other Township personnel.

This position acts as Team Leader for projects related to the implementation of the Township's asset management activities.

Contacts:

Internal: With the Manager of Financial Services, Deputy Treasurer/I.T. Coordinator, Management Team and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With vendors and suppliers to obtain information and solve issues.

With auditors, lawyers, banks, agencies and other stakeholders to provide and obtain information.

With the general public to provide information, ensuring polite and tactful relations.

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Working Conditions:

Exposure to a normal office environment. Visual and mental concentration with respect to detail (figures) and visual display terminal.

Job Knowledge:

Post Secondary education in Business or Accounting or a related discipline and at least three (3) years related experience. Completion of courses working towards a professional accounting designation is an asset.

Previous experience working in a municipal environment in an asset management/project management/operations role is an asset.

Knowledge of financial planning including capital and operating budgeting, and municipal financial reporting requirements.

Knowledge in and ability to apply project management tools and methodologies.

Excellent knowledge of personal computers and accounting systems, word processing and spread sheet experience.

Strong organizational and communication skills.

Ability to work in a team environment with individuals with a wide range of financial experience and knowledge

Proven ability to deal with the public.

Key Competencies:

- Accountability
- Analytical Thinking
- Communication
- Customer Focus
- Interpersonal Skills
- Leadership
- Organization & Planning
- Quality Orientation
- Team Work and Cooperation