

Selwyn Township Job Description

Position: Deputy Treasurer	Page: 1 of 4
Reports To: Manager of Financial Services	Date: February 2025
This Job Description is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised	

Job Summary:

Responsible for the administration of municipal accounting activities in accordance with the statutory requirements set under applicable legislation and regulations. Performs a range of finance related duties and provides back up assistance to finance staff as required, specifically for accounts receivable, accounts payable, payroll, taxation/utility billing and financial reporting. Works with the Management Team to ensure efficient and effective operation of the municipality.

Duties and Responsibilities:

1. Performs the duties of the Manager of Financial Services/Treasurer in their absence with the authority to assume all the Treasurer's statutory responsibilities.
2. Assists with the accurate recording of all monies received and disbursed, of assets and liabilities and all other accounting and financial transactions of the municipality in accordance with accounting principles generally accepted for Ontario Municipalities.
3. Assists in preparing the annual operational and capital budget working papers, inputs into the General Ledger, and assists in monitoring department related expenses.
4. Assists in the preparation and maintenance of the Township's asset management program and related databases. Prepares Tangible Capital Assets yearly summaries including additions, disposals and amortization. Works with all municipal departments to ensure timely and accurate information is submitted for asset management planning purposes.
5. Responsible to conduct necessary banking transactions, bank reconciliation and general ledger account reconciliation.
6. Assists in the investment of funds of the municipality as directed by the Manager of Financial Services and in accordance with established policies.
7. Responsible for payroll & benefits administration, accounts payable, accounts receivable, and general ledger functions. Provides backup support to all financial areas as required supporting the department goals of cross training.

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Duties and Responsibilities: (Cont'd)

8. Collaborates and maintains regular communications with the Taxation & Billing Supervisor on billing and collection procedures and provides back end financial support. Ensures that the various billing and collection modules reconciles with the general ledger.
9. Assists in developing policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Municipality.
10. Assists in providing advice and assistance to Council and Department Heads regarding financial issues as they may affect municipal operations.
11. Responsible for approving purchases in accordance with the municipal Purchasing By-law. Ensures that budget guidelines approved by Council are followed and maintained.
12. Prepares periodic financial reports from general ledger for submission to Manager of Financial Services/Treasurer and other Departments Managers.
13. Prepares and submits claims to secure revenues from other levels of government and various agencies.
14. Assists with preparation of working papers and information for auditors for the interim and final audit, or at any time during the year that information is requested, including data compilation for the annual Financial Information Return and Municipal Performance Measurement program.
15. Act as a Commissioner of Oaths for the swearing of affidavits for the benefit of the Corporation and the general public.
16. Provides recommendations regarding the operation of the department to the Manager of Financial Services/Treasurer including policies, procedures and personnel issues.
17. Prepares reports and recommendations to Council under the direction of the Manager of Financial Services/Treasurer with respect to various matters.
18. Assists with customer service as required, eg during peak periods (Tax Due Dates), lunch hours, and/or other absences.
19. Creates, produces and maintains any forms, records, reports and correspondence as required.

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Duties and Responsibilities: (Cont'd)

20. Attends Council meetings and other meetings/events as required.
21. Assists the Management Team in the development, coordination, implementation, administration and monitoring of policies, programs and services established by Council.
22. Maintains an awareness of administrative and financial related developments within the Municipality and the County, Provincial and Federal Government Legislation, and general municipal trends.
23. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
24. Responsible to adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy and to ensure that employees under his/her supervision adhere to the same.
25. Performs other duties and carries out special projects as assigned.

Supervision:

This position requires the incumbent to direct the work of personnel assigned by the Manager of Financial Services.

Contacts:

Internal: With the Manager of Financial Services, Management Team, Taxation & Billing Supervisor and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With various County/Provincial/Federal Officials to obtain information on policy, to and to discuss municipal problems and issues.

With auditors, assessment office, mortgage companies, bankers, solicitors, consultants, contractors, members of the information technology sector, etc. to provide and seek 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.

May be required to attend meetings outside of normal office hours. Occasionally required to travel.

Job Knowledge:

Post secondary education in accounting or professional designation (CA, CMA, CGA) or equivalent. Three to five years municipal finance experience in a supervisory capacity. C.M.O. designation preferred.

Knowledge of all Federal/Provincial regulations and programs pertaining to Municipal government financial management, including the Public Sector Accounting Practices.

Knowledge of property tax and HST legislation.

Excellent knowledge of MS Office (Excel, Word, PowerPoint) and accounting systems. Working knowledge of personal computers and network administration.

Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).

Excellent organizational and communication skills. Proven ability to deal with the public.

Ability to cope with several different requests and subjects simultaneously.

Key Competencies:

- Accountability
- Adaptability/Flexibility
- Analytical Thinking
- Communication
- Customer Focus
- Decision Making
- Fiscal Management
- Job Knowledge
- Organization and Planning
- Quality Orientation