

Job Description

Deputy Treasurer



Position Synopsis and Purpose

As an important member of the Municipality's Finance team, the Deputy Treasurer is responsible for managing the Municipality's day to day financial activities and reporting; along with ensuring the integrity of the Municipality's Asset Management Program. This position will ensure financial functions and tasks are completed in accordance with the Public Sector Accounting Board (PSAB) standards, relevant legislation including the Ontario Municipal Act and Assessment Act, the Municipality's policies and procedures, and public sector accounting best practices.

Corporate expectation is for the position to supervise ongoing transactions that involve municipal finance, accounting, budgeting, and will have accountability for reconciliations, analysis and reporting. The incumbent will provide leadership, guidance, and support to staff in the Finance Department, as well as advice, guidance and direction concerning finance and accounting activities throughout the corporation. They will control the departmental resources under the position's direct management – money, material, equipment, information, and time. This position is responsible for the maintenance of asset data, and coordinating asset management planning activities, including developing policies and procedures, data integration, managing analysis of levels of services and life cycles, and forecasting.



Responsibilities

Finance Duties (60% of Time)

- Supervises the Taxation Manager and the Revenue Manager, supporting employee performance on a day- to-day basis.
- Mentor staff and ensure accurate and timely processing, record keeping and reporting of the general accounting, payroll and accounts payable operations.
- Ensure implementation of best practice as it relates to financial matters.
- Ensure adherence to corporate policies including, but not limited to, all Finance policies.
- Provide financial content support for department staff, CAO and Council.
- Research, author and present reports, recommendations or presentations to the Director of Finance/Treasurer, CAO, Committees and Council on financial and corporate matters as requested.
- Coordinate the overall day-to-day financial operations and reporting of the Corporation.
- Oversee the preparation of monthly reports for both external and internal stakeholders.
- Assist the Director of Finance/Treasurer in the preparation of mandated financial reports and presenting them to Council when required.
- Organize and co-ordinate all revenue and expenditure stream activities, directly including general billing, accounts payable and payroll and indirectly including tax and utility billing.
- Ensure accounts are collected in a timely manner.

- Verify the bi-weekly payroll journals for accuracy and completeness; provide back up for processing payroll remittances, benefit administration, OMERS pension reports and WSIB claims; review and approve monthly and year end reports.
- Preparation of the monthly bank reconciliations.
- Supervise and ensure general ledger month-end, and year-end, cut-off of accounting modules are performed accurately by Finance staff.
- Review and recommend changes/additions to the Municipal Fees and Charges Schedule and annually prepare recommendations for Council consideration.
- Assist with financial reporting including preparation of the annual Financial Statements and the Financial Information Return (FIR)
- Prepare working papers for year-end audit and coordinate the preparation of annual financial audit data submissions under the direction of the Director of Finance/Treasurer.
- Understand and ensure compliance with the Occupational Health and Safety Act and Regulations to maintain a safe and healthy work environment.
- Understand and enforce the Municipality's Health & Safety policies and procedures and HR Policies.
- Act on behalf of the Director of Finance/Treasurer in their absence.

Asset Management Duties (40% of Time)

- In collaboration with assigned staff, update and maintain the asset management database to include condition assessment information, lifecycle maintenance activities, etc. ensuring compliance with the approved policies and procedures including PSAB requirements.
- Maintain the tangible capital asset inventory and coordinate asset valuation, amortization and reporting as required under PSAB 3150 for Tangible Capital Assets.
- Maintain the tangible capital asset retirement obligation inventory and liability and coordinate asset retirement obligation valuation, amortization and reporting along with the annual liability accretion and estimate review as required under PSAB 3280 for Asset Retirement Obligations.
- Assist in the development and ongoing review of the Municipality's Strategic Asset Management Plan, ensuring compliance with legislation.
- Work with engineers and/or consultants as required to obtain updated condition data
- Record & maintain all additions, disposals, work in progress, amortization calculations and schedules related to asset inventory. Reconcile these amounts to the municipality's General Ledger.
- Work with the Director of Finance/Treasurer and the Director of Infrastructure and Operations to perform annual financial evaluations of assets including write-offs and betterments.
- Assist the Director of Finance/Treasurer and the Director of Infrastructure and Operations in the development of life-cycle management programs for all municipal assets, including roads, bridges, water, wastewater, buildings and other tangible capital assets (TCA's).
- Works collaboratively with the Director of Finance/Treasurer and the Director and Infrastructure and Operations to maintain a consolidated and integrated asset data management system and assessment tools to be used in conjunction with the GIS system.
- Work with various departments to estimate future costs for replacement, rehabilitation or general maintenance requirements for all assets using industry standard practices.
- Work with managers to gather applicable subdivision assumption information for incorporation into database.
- Maintain GIS linkage to the asset management database.
- Prepare and lead presentations on asset management initiatives to internal and external stakeholders, management, and council.
- Assist in the development of applicable policies and procedures relating to asset management.
- Act as a resource to various departments in the implementation of software which has a direct linkage with the asset management database.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Preferred Qualifications

Education (degree/diploma/certifications)

- Chartered Professional Accountant designation.
- University degree in accounting, business administration, or related field.
- Municipal Tax Administration Program (MTAP), or equivalent experience is considered an asset.

Experience

- Minimum of five (5) years of experience in a related field; commerce, accounting or finance.
- Extensive experience in a related field; commerce, accounting or finance is considered an asset.
- Previous work experience supervising and managing staff is considered an asset.

Knowledge/Skill/Ability

- Demonstrated ability to use sound judgment and maintain confidentiality.
- Detail oriented with ability to compile, audit, verify, and research information and data.
- Sound analytical problem solving and reasoning skills which facilitate identifying and assessing alternative solutions, conclusions or approaches to problems.
- Exceptional communication skills (written, verbal, and presentation)
- Ability to work independently and as a team member as appropriate.
- Must have strong work ethic and be able to maintain standards of conduct and provide leadership, direction, and motivation to staff in a consistent and fair manner.
- Excellent customer service and interpersonal skills.
- Strong organizational skills with a demonstrated ability to prioritize, coordinate work schedules, handle multiple projects with competing demands, and meet deadlines.

Note: As a condition of employment, the incumbent must provide successful criminal screening and background check.



Work Setting

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Quarterly – every three months
Regular – weekly	Annual – once each year

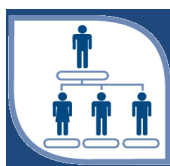
Contact	Frequency	Nature of Interaction
Finance Staff	Constant	Provide support, direction and oversight
General Public	Frequent	Provide direction and accurate information, de-escalate heated situations and use sound judgement
Director of Finance / Treasurer	Frequent	Providing support, accurate information, reports, observations and recommendations using sound judgement
Council	Regular	Providing reports and responding to inquiries
Management	Regular	Providing support, accurate information and advice on financial issues using sound judgement
Auditor	Annual	Providing support, reports, reconciliations, etc. as per audit requirements
Other Stakeholders	Occasional, Quarterly, Annual	Providing reports, submissions, reconciliations, etc. as per business relationship requirements

Work Conditions

- May have to work long hours to complete special requests or projects and may have to spend long hours sitting and using office equipment, computers.
- This position will have to serve several people and projects at one time and will be interrupted frequently to meet the needs and requests of staff. The Deputy Treasurer may find the environment to be busy and noisy and will need excellent organizational, time and stress management skills to complete the required tasks.
- Will have to manage numerous requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time. The Deputy Treasurer will need to handle complaints of a financial nature from residents and businesses which may result in emotionally charged situations.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.



Position Classification

Position Title	Deputy Treasurer
Division	Administration
Department	Finance
Classification	Non-Union
Branch	N/A
Reports to (Direct)	Director of Finance/Treasurer
Equivalency Code	N/A
Hours per Week	40
Effective Date	January 1, 2024
Revision Date	May 7, 2025