



The Corporation of the Township of Tyendinaga

March 21, 2019

TOWNSHIP OF TYENDINAGA

POSITION DESCRIPTION

POSITION TITLE: Deputy Treasurer

DEPARTMENT: Administration

REPORTS TO: CAO/Clerk-Treasurer

POSITION SUMMARY:

To provide account and administrative support for the CAO/Clerk-Treasurer and answer inquiries from Council, other staff and the public.

To coordinate invoicing and collection of tax and other municipal receivables.

Exercise duties and responsibilities of the statutory position of Treasurer designated by the CAO/Clerk-Treasurer in the absence of the Clerk-Treasurer.

RESPONSIBILITIES:

1. Maintain Financial Records
 - Assist in the maintenance of the financial records of the Corporation by keying journal entries necessary to balance the general ledger
 - Confirming financial information upload from the tax system, public works inventory and accounts receivable is correct

2. Financial Duties
 - Perform monthly analysis of some asset and liability accounts to ensure incorrect posting have not occurred
 - Analysis is done on department accounts on a periodic basis
 - Prepare and process any correcting journal entries
 - Prepare and process bi-weekly payroll for Township staff
 - Provide financial information to CAO/Clerk-Treasurer, department heads and other groups
 - Preparation of multi-year analysis reports upon request by CAO/Clerk-Treasurer or Council
 - Provide Financial Assistance and support services to Township's senior management



The Corporation of the Township of Tyendinaga

March 21, 2019

- Assist in the completion and on-going management of the Township's Asset Management Plan
3. Supervisor
 - Supervise other Treasury staff by verifying and approving data entry prior to posting to general ledger, as well as review and approve correspondence
 - Train Township staff on how to use the Munisoft financial systems, as required by their job
 4. Prepare Year-end Reports
 - Assist in preparation of the year-end audit by compiling account analysis and transactions reports for auditors
 - Preparing year-end journal entries required for tax purposes
 - Ensure that other staff has all necessary year-end information prepared in this regard
 - Assisting auditors by answering any questions and providing additional information that may be required
 5. Computer Tasks
 - Evaluation and conversion of new computer software systems for financial purposes throughout the corporation, such as Recreation
 - Perform backup duties for other Treasury staff when required
 6. Accounts Payable (Computerized)
 - Prepare the bank reconciliation by comparing deposits, debit/credit memos, returned cheques on the bank statement to the general ledger report
 - Supervise keying of returned cheques in the Munisoft Accounts Payable system to ensure balanced and completed
 - List adjustments required to balance, prepare, and post necessary entries
 - Contact bank for any additional information or correction that may be required on their part
 7. Accounts Receivable
 - Coordinate and maintain invoicing and collection functions as well as other receivables for the Corporation
 - Assist with the preparation of the annual levy by-law
 - Complete invoices for services rendered and/or outstanding to the Municipality
 - Management of Assessment roll, ensuring that all assessment data balances by maintaining the floating assessment roll in coordination with MPAC data, OPTA data
 - Oversee after billing adjustments and ensure that they are reflected in the year end assessment roll in order to use as a comparative for year over year tax changes and in order to comply with other legislative requirements (i.e. phase in; provincial regulations)
 - Prepare and issue requests for PIL's to Federal, Provincial, Hydro and agencies
 - Balance related accounts; prepare report for audit, determine portions attributable to other levying bodies in accordance with current legislation



The Corporation of the Township of Tyendinaga

March 21, 2019

8. Tax Revenue

- Complete Taxes receivable reconciliations on a regular basis
- Calculate interim tax rates in accordance with current legislation
- After preparation of annual budget by CAO/Clerk-Treasurer, calculate tax rates in accordance with the legislated ratios and ranges of fairness
- Process payments and account transactions for Municipal Tax transactions
- Assist with the implementation of Pre-Authorised payment plans, payments being made by a third party (mortgage holders, lien holders etc.) payment agreement for the purposes of tax collection and other duties as required.
- Complete ratepayer interaction in a clear, concise and professional manner
- Process various Tax procedures including but not limited to:
 - i. Supplementary/Omitted Assessment
 - ii. Title/Name Changes
 - iii. Tax Certificates
 - iv. Apportionments
 - v. Assessment uploads for tax billing purposes
 - vi. Payment processing and reconciliation for Upper tier and School Board Levies
 - vii. Process payments-in-lieu (PIL) of taxes

9. Reception/Other Duties

- Exercise designated duties and responsibilities of the statutory position of Treasurer in the absence of the CAO/Clerk-Treasurer with respect to Operational Finances, general office management and staff relations
- Duties also include providing administrative support to Treasurer on a daily basis by providing such functions as liaison with insurance carriers for claims and preparation of reports as requested by CAO/Clerk-Treasurer, other Department Heads or Council
- Assist in the annual budget process as directed
- And any other duties as assigned by Council or the CAO/Clerk-Treasurer

QUALIFICATIONS:

Education:

- Business Administration or 3 years college Accounting, Business Diploma
- Completion of the AMCTO Municipal Administration Diploma and /or Certified Municipal Officer designation considered to be a strong asset
- Completion of Association of Municipal Tax Collectors Program – Certified Municipal Tax Collector designation or willingness to complete

Experience:

- Experience dealing with the public and confidential information
- Experience with Munisoft accounting software package
- Computer knowledge with advance skill in Excel and in-depth experience on an accounting software package



The Corporation of the Township of Tyendinaga

March 21, 2019

- 3-5 years municipal experience

Expected salary range \$50,701-\$55,047

We appreciate all interest shown in this position however only those candidates selected for an interview will be contacted.

Please submit all applications to Brad Roach at clerk@tyendinagatownship or c/o Tyendinaga Township, 859 Melrose Road, Shannonville, ON K0K 3A0. **Application closes Monday, April 1st, 2019.**