

EMPLOYMENT OPPORTUNITY

Position: Deputy Treasurer
Reports to: CAO/Clerk
Location: Township of Prince
Term: Three-year full-time contract position – subject to renewal

Knowledge and Education

- A minimum diploma or degree in bookkeeping, accounting, or business
- Superior working knowledge of SAGE 50 Accounting Software
- Familiarity with all Microsoft Office Applications, particularly Excel
- Knowledge of municipal finance, taxation and assessments considered an asset.
- Knowledge of the community as well as Provincial legislation and policy that effect local government and government financial legislation
- Completion of the AMCTO Municipal Administration Program and/or AMTCO Municipal Tax Collectors Program are considered an asset
- Must provide a clear criminal records check
- Ability to be bonded

Experience:

- Minimum three years accounting or bookkeeping experience, preferably in the public sector

Summary of Function:

Specific Job duties are demonstrated and evidenced by:

The Deputy Treasurer reports to the Chief Administrative Officer/Clerk/Treasurer and is responsible for supporting the Municipal Treasurer with all statutory duties as laid out under the Municipal Act, Public Sector Accounting Board, and other Acts of the Legislature, including:

As Municipal Treasurer:

- Assist the CAO/Clerk with Federal or Provincial grants, corresponds with appropriate ministries,
- prepares necessary financial documentation to support funding applications, calculating grants receivable including grants-in-lieu of property taxes,
- provides detailed financial summary for audit preparation.
- Providing advice and assistance to Council in the preparation of the operating and capital budgets including procedures for interim levies,
- borrowing and banking arrangements, as well as the management of the Township's financial resources and the establishment of necessary controls and reporting procedures.
- Providing regular financial reports to Council and various boards and committees.
- Accounting/auditing of all revenue sources (miscellaneous revenue, tax rates,

- government funding, etc.) of the municipality.
- Preparing for the year-end closing and adjusting entries and all related working papers.
 - Works in cooperation with the Municipal auditor during annual audit process.
 - Responsible for the implementation and maintenance of the Asset Management Plan and for adjusting the annual budget accordingly.
 - Playing a key role in the management and direction of the financial affairs of the Township including the inputting, maintenance, and reconciliation of all accounting transactions.
 - Maintaining a record of municipal investments and savings programs to ensure the highest possible return on investment.
 - Advising Council on the Township's insurance Program.
 - Assisting in the purchasing function; ensures that equitable and effective tendering requirements are observed, according to the Procurement by-law where applicable.
 - Maintaining accurate records and accounts of the financial affairs of the municipality.
 - Paying all debts of the municipality and other expenditures authorized by the municipality.
 - Ensuring compliance with Public Sector Accounting Board (PSAB) accounting regulations.
 - Being responsible for Asset Management Planning, in collaboration with the CAO/clerk.
 - Coordinating budget planning, preparation, and approval, with the CAO/Clerk, Boards, Committees and Council.
 - Working collaboratively with the Deputy Clerk and performing certain statutory duties of the Clerk Administrator/Deputy Treasurer, as assigned
 - Being responsible for payroll including preparing pay cheques, producing T4 slips, administration of the benefits programs and OMERS for members.
 - Administering and monitoring the approved municipal operating and capital budgets.
 - Collaborating with CAO/Clerk to achieve successful development of initiatives, projects, by-laws, policies and funding applications, especially with regard to financial elements.

As Tax Collector:

- Managing the Township's tax system,
- performs the statutory duties of Tax Collector as defined in the Municipal Act and related legislation including liaising with Municipal Property Assessment Corporation (MPAC) regarding property assessment issues.
- Performs all property tax adjustments (i.e., supplementary / omit / ARB / s.356/357 of Ontario's Municipal Act, 2001).
- Setting up and controlling accounting transactions for all residential and commercial and industrial taxation in the Township.
- Calculating taxes payable according to the annual levy and related policy and procedures for installments on interim, final payments and coordinating the mailing of taxes payable.
- Being responsible for balancing of taxes, calculation of interest and penalties, tax collection, tax arrears, write-offs, preparation of tax supplementals.
- Being responsible for the preparation of tax arrears' listings, outstanding taxes, tax arrears notices to delinquents.
- Performing all documentation and accounting control procedures for the tax sale

procedure of delinquent accounts under the Municipal Tax Sales Act.

Qualifications and Basic Requirements to qualify for an interview include:

An individual who:

- Exhibits high degree of ethical and moral conduct
- is a highly self-motivated
- exceptional organizational skills
- communication and relationship management skills
- who functions well independently and as a member of a team, with the capability of managing a varied, complex, and demanding workload and prioritizing responsibilities in a fast-paced environment.

TERMS OF EMPLOYMENT

Terms are negotiable for minimum of a definite term, three-year full-time contract position, subject to renewal, in accordance with the terms of the employment agreement up to full-time permanent role, depending upon skills, experience, and overall qualifications.

SALARY AND BENEFITS:

Competitive Salary, OMERS Pension Benefits, Employee Health Benefits, and generous Vacation Time. To be discussed with candidates being considered for employment.

DEADLINE: Please forward a cover letter and resume, by email only, no later than **Monday May 27th, 2024, at 4:00 PM.**

SUBMIT TO: Jillian Hayes, CAO-Clerk
BY EMAIL: clerk@princetwp.ca

We thank all of those who apply. Only those applicants selected for an interview will be contacted.