

MUNICIPALITY OF HURON EAST JOB DESCRIPTION

POSITION TITLE:	Deputy Treasurer	
Department:	Finance	
Reports to (Title)	Finance Manager-Treasurer	
Job Description last updated on (Date):	August 12, 2021	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Town Hall
Pay Method (salary/hourly)	Salary
Normal Workweek (# of hours)	35 hours / week + meetings
Overtime Status (paid/unpaid/rate/after x# hours)	In-Lieu Time
Benefits:	OMERS? YES / NO Group Benefits? YES / NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION	
1.	Scope of position
	<ul style="list-style-type: none"> i. Assists and cross-trains in the operational functions of the finance department such as Payroll, Property Tax, A/R and A/P. ii. Liaises with Department managers to develop, implement and maintain the Capital Asset management system. iii. Responsible for the preparation of data and financial analysis as requested by the Finance Manager-Treasurer. iv. Assists the Finance Manager-Treasurer in the preparation of the annual budget, financial reporting and annual external audit. v. Act as in-house IT trouble shooter for computer, phone, computer software and hardware issues; act as conduit to ContinUIT for all issues that cannot be solved internally. vi. Assumes responsibilities of the Finance Manager-Treasurer in the absence of the Finance Manager-Treasurer or as assigned.

2.	Key Responsibilities
	<ul style="list-style-type: none"> i. Develop, configure and maintain municipal Asset Management system. ii. Maintain the drainage records and all applicable grant forms and reconciliations of the drainage accounting function. iii. Prepares and submits the HST return on a monthly basis. iv. Invoice and manage the Accounts Receivable for land leases, shared services Municipal Drains, etc. v. Track and report on grants annually as approved by the Finance Manager-Treasurer. vi. Assist in the preparation of grant applications.

vii.	Completes bank reconciliations for the review of the Finance Manager-Treasurer.
viii.	Gather data as requested for financial analysis for the Finance Manager-Treasurer or other Department Managers.
ix.	Assists Finance Manager-Treasurer with the preparation and reconciliation of audit working papers for external auditors.
x.	Supports the Finance Manager-Treasurer in budget preparation and variance reporting.
xi.	Preparation and posting of recurring journal entries.
xii.	Troubleshoot issues with software as it relates to processes.
xiii.	Other job-related duties as assigned by the Finance Manager-Treasurer.

SECTION A: SKILLS

1.	Knowledge								
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc)								
	<ul style="list-style-type: none"> University degree or three year diploma in accounting, finance or related field. 								
b)	Formal Training (designation(s) or certification(s)) required:								
	<ul style="list-style-type: none"> Completion or working toward accounting designation. Enrolment in or completion of the Municipal Accounting and Finance Program sponsored by the Association of Municipal Clerks and Treasurers of Ontario (AMCTO). 								
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.								
	<ul style="list-style-type: none"> Minimum two years of experience with similar responsibilities, preferably in a municipal environment. Working knowledge of regulatory requirements, asset management standards and O.Reg 588/17. Certification in Asset Management would be considered an asset. Proven experience in a supervisory role. Experience working with job related software (Great Plains, Citywide, Word, Excel, Land Manager, etc.). Knowledge of Tangible Capital Assets and Municipal Finance, including municipal accounting procedures and processes. 								
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Time Management is critical</td> <td>Ability to work independently and as part of a team</td> </tr> <tr> <td>Number skills are critical</td> <td>High degree of Confidentiality</td> </tr> <tr> <td>Effective reconciliation skills</td> <td>Leadership and Supervision skills</td> </tr> <tr> <td>Proficiency and accuracy in Data entry</td> <td>Effective verbal and written communication skills</td> </tr> </table>	Time Management is critical	Ability to work independently and as part of a team	Number skills are critical	High degree of Confidentiality	Effective reconciliation skills	Leadership and Supervision skills	Proficiency and accuracy in Data entry	Effective verbal and written communication skills
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Ability to work with constant interruptions and under pressure	Strong initiative and willingness to learn and take on new tasks and responsibilities
Knowledge of local By-laws, Municipal Act and Public Sector Accounting Board (PSAB) standards	Reliable, accurate, mature, detail oriented, courteous and able to deal effectively with people
Computer knowledge/skills	Quick Learner

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
	<ul style="list-style-type: none"> • Job functions are partially procedural and defined; however also require the ability to think critically and apply concepts to real world scenarios. • Any issues that fall outside of policy must be referred to the Finance Manager-Treasurer. • This position has a large degree of independence. • Makes recommendations for internal policies/procedures regarding finance functions. • Problem solving skills are required in this position.

3.	Communication – written, verbal and interpersonal Compassionate, concise and accurate communication is required.
a)	Internal contacts (council, managers, non management staff) Finance Manager-Treasurer, CAO, staff, Department Managers and potentially Council.
b)	External Contacts (general public, suppliers, government, professionals, boards, etc) Other levels of Government, Government entities, companies, property/business owners and the public.
	Nature of the communication:
	<ul style="list-style-type: none"> • Contacts are within the organization and with the public to exchange information; • May answer routine, straightforward questions; • Sometimes required to deal with unclear or imprecise requests for information; • Occasionally required to provide information likely to be disliked by the recipient; • Difficult situations are tactfully referred to others; • Explanations of calculations, changes and transactions; • All employees are required to present a professional image and appropriately represent the Municipality.

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
	<ul style="list-style-type: none"> • Concentration required at times, some complexity to work, analysis and problem solving. • High level of confidentiality at all times.

2.	Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.
	<ul style="list-style-type: none"> • Minimal amount of physical fatigue. • Manual dexterity for using computer keyboard. • High volume of work at times.

SECTION C: RESPONSIBILITY

1.	Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning
	<ul style="list-style-type: none"> • Performance of duties has an immediate effect on the provision of programs/services. • Contact with the public in terms of inquiries. • Provides input into the development and evaluation of programs/services, processes/procedures and input for policy development. • Work involves a high level of detail and accuracy. • May indirectly supervise the Payroll/Utility Clerk, Receptionist/Accounts Payable Clerk and Property Tax/Revenue Clerk.

2.	Human Resources: personnel policies and procedures, supervision, health and safety, training
	<ul style="list-style-type: none"> • Coordination of tasks with other employees. • Provides informal training/instruction to other employees. • Responsible as an employee for health and safety under the Occupational Health & Safety Act.

3.	Material & information resources – equipment, property, data records and software, confidentiality
	<ul style="list-style-type: none"> • Responsible for highly confidential information. • Responsible for storage and maintenance of routine and non-confidential material or information. • Uses small equipment safely. • Provides input for policies and procedures relating to acquisition of IT hardware and devices.

4.	Financial Resources – budgets, treasury, accounting and confidentiality
	This position is involved in routine accounting of non-confidential and confidential financial data, including taxes receivable and payroll/benefits.

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
	<ul style="list-style-type: none">• Works in an office setting with a reasonable amount of predictability.• Minimal exposure to hazards.• Minimal risk of injury.
2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
	<ul style="list-style-type: none">• This position has frequent interruptions and contact with the public.• This position has deadlines and time management/attention to detail is critical.• There is a moderate amount of flexibility required as new information/tasks can occur.• Meeting allowance paid for designated evening meetings.

SECTION E: APPROVAL

Employee Approval I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable) I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	