Tay Valley Township

REPORT

COMMITTEE OF THE WHOLE
February 3rd, 2026

Report #-CAO-2026-04
Amanda Mabo, Chief Administrative Officer/Clerk

FINANCE DEPARTMENT

STAFF RECOMMENDATION(S)

It is recommended:

"THAT, a new position in the Finance Department be created;

AND THAT, in 2026 the new position be funded from any surplus in the salary and benefits line of the budget and/or from the contingency reserve if required."

It is recommended:

"THAT, the Finance Department office area be renovated to accommodate the new position;

AND THAT, it be funded from the Township Office/Garage reserve."

BACKGROUND

The Deputy Treasurer has given her retirement notice effective March 31st.

This retirement provides the organization an opportunity to make some changes in the Finance Department to better reflect the current circumstances, and to plan for the future years.

Since amalgamation in 1998, the Finance Department has had three (3) full time positions – Treasurer, Deputy Treasurer and Finance Administrative Assistant.

DISCUSSION

Deputy Treasurer Position

The Deputy Treasurer title does not reflect the position. The position manages tax billing and collection, and payroll and benefits. With the retirement notice, the position's title will be changed from Deputy Treasurer to Property Tax Collector/Payroll Coordinator.

The job description will also be updated to remove tasks that should not be housed with the position, but more importantly to alleviate some of the workload in the position. There are currently too many responsibilities to ensure all tasks are being completed in regular working hours. Changes to the job description can be found attached to this report.

The removed tasks will be addressed later in the report.

With the new title for the position and some tasks removed, the position also moves down a level in the pay grid.

The position will be advertised by the end of the week with the goal to have someone in the position by April 1st.

Finance Administrative Assistant
The job description for this position will also be updated to remove tasks in order to alleviate some of the workload in the position. There are currently too many responsibilities to ensure all tasks are being completed in regular working hours. Changes to the job description can be found attached to this report.

The removed tasks will be addressed later in the report.

The changes to the position do not affect where the position is on the pay grid.

Treasurer
Unfortunately, the removed tasks from both positions will need to be done by the Treasurer, and there needs to be a Deputy Treasurer in title for signing authority and legislative backup, and that will be assigned to the CAO/Clerk. Neither of these is ideal nor recommended due to the already heavy workload of both the Treasurer and CAO/Clerk positions.

A lot has changed in twenty-eight (28) years that has increased the workload and responsibilities of the Finance Department, but mostly the Treasurer position:

- New Accounting Standards
    - Tangible Capital Assets (introduced 2008/2009)
    - Asset Retirement Obligations (introduced 2023)
    - Revenue Recognition (introduced 2024)
    - Financial Statement Presentation (to come)

- Changes to Policy and Legislation (from the Province)
    - Development Charges (constant, ongoing)
    - OMERS (introduced 2024)
    - Asset Management (introduced 2019)
    - Strong Mayor Powers (introduced 2025)

- Reporting
    - Statistics Canada
    - Financial Information Return (FIR)
        - prior to the 2019 year-end the FIR was done by the auditors, now done inhouse

- Financial Statements
    - prior to 2019 year-end were done by the auditors, now done inhouse

- Increased Volume of Work
    - Cash Receipts
        - with increasing recreation programming, increased hall rentals, increased planning and roads activity there has been a significant increase in cash receipting. An example of the increased workload:
            - 2022: 5,641 processed
            - 2023: 6,379 processed
            - 2024: 15,111 processed
            - 2025: 15,804 processed
    - Deposit Accounts
        - with increased planning (Minor Variances, Site Plan Control Agreements, Development Agreements, severances, etc.), building, and roads (closing, naming, assumption, etc.) activity each of these have a deposit account spreadsheet that has to be updated with deposits and expenses and reconciled regularly
        - An example of the increased workload:
            - 2021: 261 security deposits
            - 2022: 265 security deposits
            - 2023: 237 security deposits
            - 2024: 279 security deposits
            - 2025: 285 security deposits

            NOTE: prior to 2020 security deposits were not tracked in Finance
    - Cemeteries
        - with the addition of Bolingbroke Cemetery there has been an increase in financial responsibility with record keeping
        - increased activity (plot sales, internments, expenses) in Pinehurst Cemetery
    - Hall Bookings
        - more inquiries, higher number of bookings, more intricate due to Township run programs/bookings, grants
    - Pre-Authorized Payments (for taxes)
        - more than 20% of the taxable properties are on PAP, while this saves time for processing cash receipting it creates more of a workload with respect to implementation of the program
    - Supplemental Billings/Write Offs (for taxes)
        - increased building permits (new houses, renos, etc.) creates additional supplemental billings throughout the year
        - change in MPAC with respect to demolitions are more intricate
        - more calls/emails with property owners due to reassessments

- Ownership Changes/Tax Certificate Requests
  - since the pandemic there has been a significant spike in real estate which in turn creates more tax certificate changes and then eventually ownership changes within the tax module
- Payroll
  - with increased staff over the years this also means increased administration re: benefits, OMERS (NFT), reporting, etc.
- Accounts Payable (AP)
  - more vendors to pay as Township is busier
  - with more deposits taken for building, planning, and roads activity this creates more cheques needing to be issued due to deposit refunds
  - An example of increased workload:
    - 2021: 1,189 processed
    - 2022: 1,412 processed
    - 2023: 1,582 processed
    - 2024: 1,651 processed
    - 2025: 1,777 processed

    NOTE: this is payments processed to vendors – some vendors could have had multiple invoices paid at the same time (i.e. AP invoices processed would be much higher than this)
- Electronic Documenting
  - this will save Township staff time (in the future) however the upfront time to create and save the files can be lengthy
- Better Homes Lanark (BHL)
  - implementation of a new program requires research and investigation and administrative time
- Maberly Pines Subdivision (potential)
  - implementation of a capital charge/payment plan
- H. Mather Drain
  - payment plans to setup and administer
  - approximately 250 property owners to receive payments from
  - potential more drainage work in the future
- # of Properties
  - in nine (9) years there has been an increase of 274 properties, which averages to just over 30 properties a year
    - 2017: 5,139 properties
    - 2025: 5,413 properties
- Community Services Grants only
    - 2023: $140,500
    - 2024 $232,800
    - 2025: $219,428

All of these changes have resulted in ongoing research to understand the impacts to the Township, establishment of new processes and procedures, tracking, more complex and time-consuming reporting requirements, etc.

The Treasurer position, without adding anything else is already overloaded. With any position, there needs to be a work/life balance so that employees do not get burnt out. As a

trial, the Treasurer tried to only work her regular hours in 2025. Even with that, a number of overtime hours had to be worked in the evening and weekends just to keep up with legislative deadlines and anything additional like policy work, projects, etc. did not get done (see summary of overtime attached).

It is also difficult in the department if someone is off sick or someone would like to use vacation as there needs to be a back-up. In order to maintain the segregation of duties, it is the Treasurer who backs up the Finance AA for accounts payable and backs up the Deputy Treasurer for payroll. Again, not ideal because an entire day for each of these processes is needed.

With the retirement of the current Deputy Treasurer and the rewriting of the Deputy Treasurer and Finance AA job descriptions, it is also an ideal time to restructure the department and add a new position.

Deputy Treasurer
A new position with the title Deputy Treasurer would allow for the removed tasks from the previous Deputy Treasurer and Finance AA positions to be allocated with it instead of the Treasurer. The new position would also:

- be responsible for the Township's Asset Management Plan and database to ensure it remains current and fully supported by a financial strategy
- manage the asset inventory and establish procedures for sustainable asset management in conjunction with the Public Works Manager and Chief Administrative Officer/Clerk
- assist with budget preparation, budget reviews, and budget forecasts
- calculate and publish the annual tax rates and annual tax due dates
- monitor revenues and expenditures and certify expenditures
- assists with preparation of the annual financial audit
- assists with the preparation of grant applications/proposals and prepare interim and final reports for successful grants
- assists with the annual insurance renewal
- act as backup for enquiries at front counter, cash receipting, day-to-day activities, lottery licensing, accounts payable, payroll, etc. in the absence of the Tax Collector/Payroll Coordinator and/or Finance Administrative Assistant
- prepare monthly bank reconciliation for multiple bank accounts (ex. general, development charges, cash in lieu of parkland, etc.), including associated tasks such as:
    - confirming all cash receipt deposits are included and match the general ledger;
    - processing non-routine journal entries, (ex. grant funding payments, livestock claims, long term debt, etc.);
    - processing pre-authorized debits (ex. Hydro, internet, phone, etc.);
    - comparing processed cheque payments to cashed cheque payments to determine outstanding cheque listing;
    - following up on any old stale dated cheques.
- prepare bi-annual HST Public Service Rebate
- maintain and reconcile multi-year security deposit sub-legers for zonings, minor variances, severances, site plan control agreements, development agreements, road closures, road assumptions, road naming, entrance permits, building permits, community hall rentals, etc.

- reconcile cemetery bank accounts (ex. Bolingbroke and Pinehurst) and reporting to the BAO
- be responsible for Lottery Licensing in accordance with the Alcohol and Gaming Commission of Ontario
- perform other related duties as assigned by the Treasurer

OPTIONS CONSIDERED

Option #1 (Recommended Option) – Add a New Position to the Finance Department
Now is the time with the Deputy Treasurer's retirement to restructure the Finance Department. The two roles, "Deputy Treasurer" and "Property Tax Collector/Payroll Coordinator", have different skills sets. It does not make sense to hire someone in the current job description for "Deputy Treasurer" as they would not be the right skill set to remain "Deputy Treasurer" when a new position was created and then the Township would essentially re-hire for that position.

Option #2 – Do Not Add a New Position
If a new position is not created, then the replacement for the current "Deputy Treasurer" would become the "Property Tax Collector/Payroll Coordinator" and the remaining "Deputy Treasurer" duties will fall to the Treasurer with the CAO/Clerk becoming the secondary signing authority for the bank and legislative back up.

STRATEGIC PLAN LINK

Strategic Priority: Good Governance
Strategic Initiative: Human Capital
CLIMATE CONSIDERATIONS

None considered.

FINANCIAL CONSIDERATIONS

Staffing
Current Position - $10,250 savings
New Position - $133,250 (max. salary $100,115 and benefits/MERCS $33,135)

Overall increase to salary and benefits line would be $123,000.

This year will be funded from any surplus in the salary and benefits line of the budget and/or from the contingency reserve.

Office
With the addition of a new position in the Finance Department, the Finance office area would require renovating in order or to allow for an additional position. It is being recommended that the walls for the Treasurer and Deputy Treasurer offices be moved so that the current Treasurer's office could be made larger to accommodate the new Deputy Treasurer position and the Property Tax Collector/Payroll Coordinator positions.

This is estimated to cost $20,000 to be funded from the Township Office/Garage Reserve.

The cost includes procuring the layout design and the renovations.

The $10,000 set aside for furniture in the Chief Building Officials office will now be used for furniture in the Finance Department.

CONCLUSIONS

With a retirement in the department, this is an ideal time to restructure the department. The vacancy removes any employment related concerns, giving the Township the flexibility to redesign the role and the broader workflow without impacting current employee. Once the position is filled, making structural changes becomes more difficult—particularly because the role is expected to move to a lower pay band. Restructuring now ensures the department is aligned with current needs and allows us to recruit directly into the updated structure.

ATTACHMENTS

1. DRAFT Job Description – Property Tax Collector and Payroll Coordinator
2. DRAFT Job Description – Finance Administrative Assistant
3. DRAFT Job Description – Treasurer
4. DRAFT Job Description – Deputy Treasurer
5. Summary of Overtime

Prepared and Submitted By:

Amanda Mabo,
Chief Administrative Officer/Clerk

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POSITION DESCRIPTION

POSITION DATA

Position Title: ~~**Deputy Treasurer**~~ **Property Tax Collector and Payroll Coordinator**

Reports To: Treasurer

Indirectly Reports To: ~~Chief Administrative Officer~~ Deputy Treasurer

Department: Finance

Effective Date: January 1, 2024

Revised Date: April 1, 2026

POSITION SUMMARY AND PURPOSE

Reporting to the Treasurer, the ~~Deputy Treasurer~~ Property Tax Collector and Payroll Coordinator manages tax billing and collection, payroll and benefits, ~~and accounts payable~~ and provides other services to support the functions and activities of the Finance Department.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

Service Delivery, Government Relations and Citizen Engagement, Financial Management, Human Resources Management, Communication, Integrity, Self-Management.

SIGNATURES

I have read and had an opportunity to comment on this position description.

_____ _____

Incumbent **Date**

This position description reflects the key duties, responsibilities and requirements of the position.

_____ _____

Treasurer **Date**

_____ _____

Chief Administrative Officer/Clerk **Date**

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

Description	Approximate Time Spent (%)
1. Manages the tax collection system, ~~fulfilling all assigned legislative duties of the Treasurer~~, including associated tasks such as: • balancing assessment roll, inputting tax rates, managing supplementaries/write-offs and processing various tax adjustments; • preparing and distributing tax bills, mortgage company reports and reminder notices, including applying penalties; • monitoring and processing the pre-authorized payment plan; • administering the Tax Arrears Policy, including the preparation and executing of the tax sale process; • dealing with owners regarding arrears and payment schedules; • preparing and confirming tax certificates in conjunction with the Finance Administrative Assistant; • communicating with MPAC regarding errors, appeals, property owner concerns, etc.	~~50~~53%
2. Administers the payroll system ensuring accurate payment to employees and Members of Council, and reporting to internal and external persons and agencies as appropriate, including associated tasks such as: • processing bi-weekly and monthly payroll for staff and Council; • calculating and submitting appropriate employee/employer deductions (ex. workers compensation, union dues, municipal pension plan, etc.); • setting up and maintaining employee personnel cards; • managing self-insured benefit plan, including the preparation for payment (electronic funds transfer requisition); ~~and~~ • maintaining employee leave records (ex. vacation, sick, overtime, etc.); • preparing & reconciling annual reports (T4's, OMERS Form 119, WSIB, employer health tax, union dues, etc.) and employment records as required; • reconciling benefit payables; • preparing Records of Employment (ROE); • tracking part-time and casual hours worked.	~~20~~23%

~~3. Prepares monthly bank reconciliation for multiple bank accounts (ex. general, development charges, cash in lieu of parkland, etc.), including associated tasks such as:~~ ~~• confirming all cash receipt deposits are included and match the general ledger;~~ ~~• processing non-routine journal entries, (ex. grant funding payments, livestock claims, long term debt, etc.);~~ ~~• processing pre-authorized debits (ex. Hydro, internet, phone, etc.);~~ ~~• comparing processed cheque payments to cashed cheque payments to determine outstanding cheque listing;~~ ~~• following up on any old stale dated cheques.~~	~~7%~~
~~4. Prepares bi-annual HST Public Service Rebate.~~ 5. Conducts final posting of Cash Receipt Batches.	5%
6. Backs up front counter during lunch, breaks, absences and high-volume times such as tax due dates (ex. cash receipting, bank deposits, customer questions, etc.).	~~13~~15%
7. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	1%
8. Maintains electronic and hard copy office records in accordance with the Township's records management system.	ongoing
9. Performs other related duties as assigned.	3%

FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Post-secondary school diploma in accounting or related field of study
- Drivers' license

1.2 Experience

- Three (3) years' experience in municipal property tax and assessment
- Experience in administering payroll and benefits
- Experience using financial software
- Cash handling and processing financial transactions
- Dealing with the public and outside agencies

1.3 Knowledge/Skill/Ability

- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, Excel
- Punctual and reliable
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Strong time management and organizational skills
- Ability to determine work priorities
- Ability to take initiative
- Ability to work independently
- Ability to interpret and apply legislation, regulations and rules
- Ability to perform duties with a high degree of accuracy
- Ability to preserve the integrity of all confidential matters

2. Preferred Qualifications

2.1 Education

- Post-secondary school courses in payroll and benefits
- Municipal Tax Administration Program (MTAP)
- Municipal Accounting and Finance Program certificate
- Municipal Finance 101
- Municipal designation
- Accounting designation
- Municipal training

2.2 Experience

- General accounting
- Three (3) years' experience processing ~~accounts payable and accounts receivable~~ payroll and benefits
- Experience using Microsoft Dynamics (Great Plains)
- Experience using Municipal Connect

2.3 Knowledge/Skill/Ability

- A working knowledge of the Municipal Act
- A working knowledge of the Employment Standards Act
- A working knowledge of other relevant legislation and taxation, assessment and employment matters

3. Decision Making and Independence

Complexity/Problem Solving
Determines work priorities. Interprets and applies legislation, regulations and rules. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

Supervision, Training, Management and Advisory Responsibilities
~~Assumes Treasurer's supervisory roles in the absence of the Treasurer.~~ Provides advice to property owners regarding processing various assessment matters and tax repayment schedules. Provides advice to employees and Members of Council, Boards, Committees and Working Groups regarding payroll and benefits matters.

Supervision Received – Independence of Actions
Ability to work as part of the Finance Department team to achieve broad department goals under the direction of the Treasurer.

Required to work independently under established policies and procedures.

Follows the policies and procedures of the Township.

Impact of Decisions
Errors in interpreting and applying rules regarding assessment, taxation~~,~~ and payroll ~~and accounts payable~~ can be time consuming to correct, costly and potentially embarrassing for the Township.

Errors in performing account analyses and reconciliations can also be time consuming to correct and may result in improper financial transactions.

While this position has no direct budget responsibilities, timing errors in processing

things like ~~accounts payable~~ payroll and tax penalties can result in extra costs or loss of revenue.

Confidentiality
Frequently works with confidential employee, Members of Council, Board, Committee and Working Group information, as well as confidential property owner and vendor information.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Treasurer	Frequent	Internal – receive direction, advice, seek clarification, and provide information.
Deputy Treasurer	Regular	Internal – receive direction, advice, seek clarification, and provide information.
Finance Administrative Assistant	Frequent	Internal – provide advice and clarification.
Chief Administrative Officer/Clerk	~~Regular~~ Occasional	Internal - receive direction, advice, seek clarification, and provide information.
Municipal Staff	~~Regular~~ Occasional	Internal – provide clarification and information.
Council, Board, Committee and Working Group Members	Occasional	Internal - provide clarification and information.
General Public	Frequent	External – general information for the Finance Department, general and escalated enquiries regarding taxes.
MPAC	Occasional	External – seek advice, clarification, reporting.
OMERS	Occasional	External – seek advice, clarification, reporting.
External Agencies (ex. lawyers, Real Tax, etc.)	Occasional	External – collaborate, provide information.
Government Agencies	Occasional	External - seek advice, clarification, provide information, reporting.

Provides information to the public; uses tact to address their inquiries and concerns. Must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

5. Work Conditions

Township Municipal Office – Office Area.

Regularly deals with public complaints, refers contentious issues to management staff. Occasionally must deal with the stress of working with staff and the public on sensitive, personal matters.

5.1 Hours of Work

Normal Working Hours:	Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.
Evenings/Weekends:	N/A
On-Call:	N/A
Overtime:	Occasional overtime may be required in order to complete payroll and meet property tax timelines.

5.2 Work Environment

The duties of the position are performed primarily in an office environment.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	95%				95%
Outdoors				5%	5%
					= 100%

	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			15%		15%
Time spent travelling				5%	5%
Frequency of interruptions			35%		35%
Frequency of changing deadline and priorities			35%		35%
Interaction with irate/aggressive clients/customers				10%	10%
					= 100%

5.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Noise			X	
Fumes				X
Dirt, Dust				X
Hazardous Chemicals				X
Disagreeable Weather Conditions				X

5.4 Physical Requirements

May be required to sit for extended periods of time while using the computer and calculator.

May be required to lift boxes of paper weighing 20 kilograms.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				
Operating and/or Maintaining Vehicles - Sitting				X
Operating and/or Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis				
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

5.5 Mental Requirements

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of callers and customers. It is also required in order to interpret and apply legislation, regulations and rules.

Must meet deadlines.

Must deal with the stress of working with staff and the public on sensitive, personal matters.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings (working with personal and financial information)	X			
Visual Effort Required on a Concentrated Basis (reading, inputting, operating a computer)	X			
Requirement to Listen Attentively (to internal contacts, callers and front-counter enquiries)		X		

ORGANIZATIONAL CHART

Treasurer

Deputy Treasurer

PROPERTY TAX COLLECTOR AND PAYROLL COORDINATOR

Finance Administrative Assistant

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POSITION DESCRIPTION

POSITION DATA

Position Title: **Finance – Administrative Assistant**

Reports To: ~~Treasurer~~ Deputy Treasurer

Indirectly Reports To: ~~Deputy Treasurer~~ Treasurer

Department: Finance

Effective Date: January 1, 2024

Revised Date: April 1, 2026

POSITION SUMMARY AND PURPOSE

Reporting to the Deputy Treasurer, the Finance Administrative Assistant provides a positive, professional image of the Township. As a first point of contact for visitors and callers in the Finance Department, strong communication skills are required to determine the nature of inquiries and concerns so that they are addressed accordingly.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

N/A

SIGNATURES

I have read and had an opportunity to comment on this position description.

_____ _____

Incumbent **Date**

This position description reflects the key duties, responsibilities and requirements of the position.

_____ _____

Deputy Treasurer **Date**

_____ _____

Chief Administrative Officer/Clerk

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

Description	Approximate Time Spent (%)
1. Receives incoming visitors and telephone calls, identifies client needs, directs clients to the appropriate staff member or organization and answers general inquiries for the Finance Department.	5%
2. Administers cashier operations by receiving and recording payments from various manual and electronic sources, including associated tasks such as: • creating cash receipt batches per payment method (ex. cash, cheque, credit card, debit, telephone, online, etc.); • importing and reconciling bank telephone and online payments on the bank statement versus the bank report and correcting if necessary; • printing daily cash receipt reports for review and posting by the ~~Deputy Treasurer~~ Property Tax Collector and Payroll Coordinator (or Deputy Treasurer); • posting all cash receipt batches and filing appropriately; • logging and remitting development charge and cash in lieu of parkland receipts to the Deputy Treasurer for transfers within bank accounts. 3. Prepares and delivers bank deposits in person to the bank and electronically for cheques.	~~45~~44%
4. Prepares accounts receivable for all departments, including associated tasks such as: • reconciling financial reports to departmental records; • creating accounts receivable batches as per the accounts receivable standard operating procedures; • following up, internally and externally, with outstanding accounts receivable arrears.	~~3~~5%
~~5. Maintains and reconciles multi-year security deposit sub-legers for zonings, minor variances, severances, site plan control agreements, development~~	~~4~~1%

~~agreements, road closures, road assumptions, road naming, entrance permits, building permits, community hall rentals, etc.~~ 6. Processes cemetery financial transactions ~~and reconciles bank accounts (ex. Bolingbroke and Pinehurst).~~	
7. Coordinates petty cash, dog tag and garbage bag tag records and transactions. 8. Maintains inventories of and orders office supplies.	~~1~~2%
9. Educates the public on the property tax process and payment requirements/options, responding to enquiries, resolving related issues and referring unresolved matters to the ~~Treasurer~~ Property Tax Collector and Payroll Coordinator ~~and~~ (or Deputy Treasurer). 10. Updates tax account information in the property tax software and with MPAC, and files the changes in the property files, both electronic and hard copy in accordance with the Township's record management system. 11. Prepares tax certificates and liaises with lawyers' offices regarding questions of ownership, etc.	~~1~~3%
12. Processes accounts payable invoices and payments, both electronic funds transfers and paper cheques, including associated tasks such as: • filing and storing of paid invoices; • managing vendor enquiries; • creating monthly coding and reconciling for cell phones, credit cards, GIS services, phone lines, advertising, etc. • setting up and maintaining vendor information; • processing accounts payable batches, entering invoices for payment, and ensuring proper coding and signatures in a timely manner; • digitizing all documents and invoices into financial software where possible.	25%
13. Coordinates community hall bookings, including associated tasks such as: • communicating with potential renters; • processing booking requests, including entering booking into electronic calendar, sending payment requirements, hall rental policy, etc. • collecting fees and security deposits; • relaying monthly bookings and any updates to cleaner(s); • confirming after booking whether to release security deposit; • if applicable, releasing security deposits.	10%

~~14. Responsible for Lottery Licensing in accordance with the Alcohol and Gaming Commission of Ontario.~~	~~1%~~
15. Assists with the preparation and distribution of promotional and advertising material for the Department. 16. Ensures the website and other information related to the Department is up to date.	1%
17. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	1%
18. Maintains electronic and hard copy office records for the department in accordance with the Township's records management system. 19. Provides clerical support for the Treasurer, ~~and~~ Deputy Treasurer, Property Tax Collector and Payroll Coordinator, and other staff as directed by the Treasurer. 20. Provides clerical/secretarial support to Working Groups, as assigned.	2%
21. Performs other related duties as assigned.	1%

FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Post-secondary school courses in office administration, including an accounting component
- Drivers' license

1.2 Experience

- One (1) to Two (2) years' experience in an office environment
- Cash handling and processing financial transactions
- Processing accounts payable and accounts receivable
- Dealing with the public
- Experience using financial software

1.3 Knowledge/Skill/Ability

- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, and Excel
- Punctual and reliable
- Strong time management and organizational skills
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner

2. Preferred Qualifications

2.1 Education

- Post-secondary school diploma in office administration, including an accounting component
- Municipal Accounting and Finance Program certificate
- Municipal Finance 101
- Customer service training
- Municipal training
- Municipal designation

2.2 Experience

- Additional two (2) years' financial experience in a municipal environment
- Dealing with suppliers and outside agencies
- Using Microsoft Dynamics (Great Plains)

2.3 Knowledge/Skill/Ability

- A working knowledge of relevant legislation and financial and taxation matters
- Ability to process large volumes of financial transactions with a high degree of accuracy and in a timely manner
- Ability to take initiative

Knowledge may be learned through on-the-job training and post-secondary school courses.

3. Decision Making and Independence

Complexity/Problem Solving
Determines work priorities. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

Supervision, Training, Management and Advisory Responsibilities
N/A

Supervision Received – Independence of Action
Ability to work as part of the Finance Department team to achieve broad department goals under the direction of the Treasurer.

Required to work independently under established policies and procedures of the Township.

Follows the policies and procedures of the Township.

Impact of Decisions
Failure to provide secretarial, clerical, and administrative services in an efficient and effective manner will result in disruptions in the provision of services.

Failure to provide proper advice and follow appropriate legislation may result in unnecessary time delays and financial expense to both the public and the Township.

Errors in dealing with the public may cause an escalation of the individual's complaint.

Confidentiality

Frequently works with confidential information concerning Township financial transactions where disclosure may result in legal action, loss of integrity and negative impact(s) on the image of the Township.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Treasurer	~~Frequent~~ Regular	Internal – to receive direction, advice, and seek clarification.
Deputy Treasurer	Frequent	Internal – to receive direction, advice and seek clarification.
Property Tax Collector and Payroll Coordinator	Frequent	Internal - to receive direction, advice, and seek clarification.
Municipal Staff	Frequent	Internal – regarding A/P, A/R accounts, hall bookings
General Public	Constant	External – general inquiries for the Township and the Finance Department, processing payments and resolving related issues for A/P, A/R, tax accounts
External Agencies	Regular	External – ownership and address changes, tax certificates
Suppliers and Contractors	Occasional	External – ordering supplies
Government Agencies	Occasional	External – regarding A/P, A/R, tax accounts, ~~Lottery Licensing~~

Provides information to the public; uses tact to address their inquiries and concerns. Is the first point of contact for visitors and callers in the Finance Department and must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

5. Work Conditions

Township Municipal Office – Office Area.

Regularly deals with public complaints, refers contentious issues to management staff. Must deal with the stress of frequent interruptions and time-sensitive demands from members of the public while maintaining a pleasant and calm manner as the first point of contact with visitors and telephone callers for the Finance Department.

5.1 Hours of Work

Normal Working Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m. with an hour lunch.

Evenings/Weekends: Attendance at Working Group Meetings is mandatory. Evening meetings may be required.

On-Call: N/A

Overtime: Occasional overtime may be required.

5.2 Work Environment

The duties of the position are performed primarily in an office environment. The Municipal Office outdoor mailbox is to be checked daily and physical bank deposits are made at a minimum weekly.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	95%				95%
Outdoors				5%	5%
					= 100%

	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			15%		15%
Time spent travelling				5%	5%
Frequency of interruptions		50%			50%
Frequency of changing deadline and priorities			20%		20%

Interaction with irate/aggressive clients/customers				10%	10%
					= 100%

5.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Noise			X	
Fumes				X
Dirt, Dust				X
Hazardous Chemicals				X
Disagreeable Weather Conditions				X

5.4 Physical Requirements

May be required to sit for extended periods of time while using the computer.

May be required to lift boxes of paper weighing 20 kilograms.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				

Operating and/or Maintaining Vehicles - Sitting				X
Operating and/or Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis				
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

5.5 Mental Requirements

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of callers and customers.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings (working with personal and financial information)	X			
Visual Effort Required on a Concentrated Basis (reading, inputting, operating a computer)	X			
Requirement to Listen Attentively (to callers and enquiries)		X		

ORGANIZATIONAL CHART

Treasurer

Deputy Treasurer

Property Tax Collector and Payroll Coordinator

FINANCE ADMINISTRATIVE ASSISTANT

VC["XCNNG["VQY PUJ HR

RQUKVKQP"FGUETKRVKQP

POSITION DATA

Position Title: **Treasurer**

Reports To: Chief Administrative Officer/Clerk

Indirectly Reports To: N/A

Department: Finance

Effective Date: January 1, 2024

Revised Date: April 1, 2026

POSITION SUMMARY AND PURPOSE

The Treasurer is a key member of the management team and fulfils the position of Treasurer as prescribed under the *Municipal Act, 2001*. The Treasurer is responsible for the overall financial management of the Township including financial planning and forecasting, budgeting, asset management, property taxes, payroll, accounts payable, and optimization of other revenues. The Treasurer manages the Finance Department and provides financial leadership and advice to Council and staff to ensure the long-term financial sustainability of the Township. The Treasurer provides financial analysis of programs, projects and proposed initiatives, delivers timely and reliable financial information and oversees the financial management systems to support strategic financial decisions.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

Service Delivery, Government Relations and Citizen Engagement, Financial Management, Leadership, Human Resources Management, Communication, Integrity, Self-Management.

SIGNATURES

I have read and had an opportunity to comment on this position description.

_____ _____

Incumbent **Date**

This position description reflects the key duties, responsibilities and requirements of the position.

_____ _____

Chief Administrative Officer/Clerk **Date**

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

Description	Approximate Time Spent (%)
1. Fulfils the position of Treasurer as prescribed under the Municipal Act, 2001 including responsibility for corporate financial operations, accounts payable, accounts receivable, payroll, establishment of appropriate controls, budget management and asset management. 2. Performs or delegates responsibilities to staff as required. 3. Keeps abreast of legislation, regulations and Public Sector Accounting Standards and evaluates the financial impact of changes on the Township. 4. Develops and implements policies, operational procedures and practices, and ensures compatibility and compliance with legislation, regulations, standards and the Township's goals and objectives.	~~3~~10%
5. Coordinates the operating and capital budget for the Township, including tasks such as: • preparing and reviewing departmental draft budgets; • assembling departmental budgets into preliminary budget for Chief Administrative Officer's review and publication; • changing preliminary budget per Council direction; • publishing adopted annual budget; • conducting budget reviews and forecasts. 6. Calculates and publishes the annual tax rates and annual tax due dates. 7. Monitors revenues and expenditures and certifies expenditures. 8. Coordinates, prepares and maintains the long-range financial plan. 9. Oversees cash management for the Township, borrowing, banking arrangements, reserve funds, etc. 10. Directs investment of Township funds.	~~24~~30%

11. Prepares the annual financial audit, financial statements and subsequent reporting to Council. 12. Works with external auditors to ensure the appropriate financial controls and reporting procedures are in place. 13. Maintains the integrity and accuracy of the financial reporting systems, balance sheet and operating statement, including review of financial controls and reporting procedures.	~~24~~26%
14. ~~Responsible for~~ Oversees the Township's Asset Management Plan and database to ensure it remains current and fully supported by a financial strategy. 15. ~~Manages~~ Oversees the asset inventory and establishes procedures for sustainable asset management in conjunction with the Deputy Treasurer, Public Works Manager and Chief Administrative Officer/Clerk.	~~15~~10%
16. Prepares and submits the annual reporting to the province including the Financial Information Return (FIR), and other financial reporting as required by the provincial or federal governments. 17. Manages and prepares reports for special accounts (ex. development charges, cash in lieu of parkland, cemeteries, etc.).	6%
~~18. Oversees cash management for the Township, borrowing, banking arrangements, reserve funds, etc.~~	~~1%~~
19. ~~Assists~~ Oversees ~~with~~ the preparation of grant applications/proposals and prepares interim and final reports for successful grants.	~~9~~1%
20. Coordinates the annual insurance renewal.	3%
21. Acts as backup for enquiries at the front counter, cash receipting, ~~day to day activities~~, lottery licensing, accounts payable, payroll, etc. in the absence of the Deputy Treasurer, Property Tax Collector and Payroll Administrator and/or Finance Administrative Assistant.	~~2~~1%
22. Prepares reports and recommendations for Council, Committee of the Whole and other meetings.	

23. Researches, collects and prepares financial information to support recommendations to Council, Committee of the Whole and other meetings. 24. Provides financial guidance to senior managers and as part of the financial considerations in their reports to Council, Committee of the Whole and other meetings. 25. Attends and participates in Council, Committee of the Whole and other meetings, as required.	6%
26. Develops and maintains a cooperative relationship with employee and union representatives. 27. ~~Participates in contract negotiations and~~ assists the Chief Administrative Officer/Clerk in developing recommendations to Council regarding employee salaries, wages and benefits ~~and working conditions~~. 28. Represents the employer as a supervisor in response to complaints and grievances. 29. Manages assigned staff resources, assesses training and other professional development needs, conducts performance reviews with direct reports, including the establishment of goals and assisting employees in achievement of goals, recommends hiring and administers discipline, as required. 30. Establishes operational procedures and delivers or arranges for training and skills development, as required. 31. Ensures occupational health and safety practices are observed and implemented.	1%
32. Develops relationships with peers in business, community and other government activities to encourage cooperative problem-solving and joint approaches to financial challenges. Works with citizens and citizen groups to resolve matters requiring financial input. 33. Develops and maintains a cooperative relationship with the public, Council and employees, replying in a timely manner to public enquiries and requests for service within the levels established by Council. 34. Monitors and follows up on complaints and concerns related to the Finance Department, including tracking, conducting investigations, documentation, and resolution.	2%

35. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	1%
36. Maintains electronic and hard copy office records in accordance with the Township's records management system.	1%
37. Performs other related duties as assigned by the Chief Administrative Officer/Clerk or Council.	2%

FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Degree in accounting or a related field of study
- Municipal Accounting and Finance Program (MAFP) (or ability to acquire within 3 years of start date)
- Drivers' license

1.2 Experience

- Five (5) years' progressively responsible experience in financial/treasury positions, in a ~~municipal~~ private or public sector setting
- Extensive budgeting, annual financial reporting, asset management and long-term financial planning experience
- ~~Experience in administering payroll and benefits~~
- Experience using financial software
- Cash handling and processing financial transactions
- Dealing with the public, consultants, suppliers and outside agencies

1.3 Knowledge/Skill/Ability

- Sound knowledge of accounting practices
- Sound knowledge of municipal financial legislation and practices
- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, Excel
- Punctual and reliable
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Strong time management and organizational skills
- Ability to determine work priorities
- Ability to take initiative
- Ability to work independently
- Ability to interpret and apply legislation, regulations and rules
- Ability to perform duties with a high degree of accuracy
- Ability to preserve the integrity of all confidential matters

2. Preferred Qualifications

2.1 Education

- Professional accounting designation (CPA, ~~CA, CGA, or CMA~~)
- ~~Municipal Accounting and Finance Program certificate~~
- Municipal Tax Administration Program (MTAP)
- Municipal Finance 101
- Municipal Finance Officers Association courses
- Municipal training
- Municipal designation

2.2 Experience

- Five (5) years' progressively responsible experience in financial/treasury positions, in a municipal setting
- Experience in administering payroll and benefits
- Using Microsoft Dynamics (Great Plains), Municipal Connect, PSD-CityWide, Transfer Payment Ontario
- Managing in a unionized environment

2.3 Knowledge/Skill/Ability

- Demonstrated commitment to a team approach and a strong focus on customer relations and customer satisfaction
- High level of initiative, creativity and independent judgment
- Proven record of effective communication and interpersonal skills, both oral and written

3. Decision Making and Independence

Complexity/Problem Solving
Independent thinking and time management to stay current and interpret legislation covering varied and diverse subject matter.

Frequently uses analytical methods to develop solutions to solve new or non-routine problems requiring an assessment of a variety of conflicting needs and options. Ability to think critically to arrive at the best solution when several are available.

Develops financial policy proposals with long-term implications and works with the Chief Administrative Officer/Clerk to develop and implement the strategic financial plan for the Township.

Supervision, Training, Management and Advisory Responsibilities
Manages three (3) full-time staff performing financial/treasury functions. May manage summer students, co-op students or grant funded positions.

Supervision Received – Independence of Action
Ability to work as part of the senior management team to achieve broad corporate goals under the direction of the Chief Administrative Officer/Clerk. Must have the capacity to work independently within the policies and objectives of the Finance

Department to achieve results. Recommends and once adopted, carries out policies and procedures to attain corporate goals and objectives, referring matters not covered by policy to the Chief Administrative Officer/Clerk.

Impact of Decisions

Decisions will have a direct impact on the overall financial status of the Township. Errors in information presented to Council or recording and communicating decisions made by Council or the management team can impact on the quality of decision-making. Errors can also affect the image and liability of the Township, its relationships with the public, staff and other agencies. Spending decisions will have a significant impact on the overall budget.

Confidentiality

Regularly works with confidential information concerning Township and client financial business and business initiatives where disclosure may result in legal action, loss of integrity and substantial monetary loss. Must possess the ability to preserve the integrity of confidential matters that may have legal implications for the Township.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Chief Administrative Officer/Clerk	Regular	Internal – receive direction, advice, seek clarification, provide information and collaborate.
Department Heads	Frequent	Internal – collaborate, seek clarification, provide advice, information.
Deputy Treasurer	Frequent	Internal – provide direction, advice.
Property Tax Collector and Payroll Coordinator	Frequent	Internal – provide direction, advice.
Finance Administrative Assistant	~~Frequent~~ Regular	Internal – provide direction, advice.
Community Services Coordinator	Occasional	Internal – provide information.
Municipal Staff	Occasional	Internal – provide information.
Government Agencies	Regular	External – seek advice, clarification, reporting.
Consultants	Occasional	External – provide direction, advice, collaborate.
General Public	Occasional	External – escalated issues, budget or other financial enquiries.

Works with department heads and the Chief Administrative Officer/Clerk to develop solutions to expenditure and/or revenue generating challenges. Negotiates with contractors and ratepayers to resolve contentious issues and may make adjustments requiring judgment where procedures do not cover the situation being handled. Develops a series of communication tools and procedures aimed at keeping the public informed of services and programs delivered by the Finance Department.

5. Work Conditions

Township Municipal Office – Office Area.

Regularly must meet changing deadlines and requirements with the added stress of interruptions from staff. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

5.1 Hours of Work

Normal Working Hours:	Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.
Evenings/Weekends:	Attendance at Council, Committee of the Whole and other meetings.
On-Call:	N/A
Overtime:	Occasional/Regular overtime is required to meet deadlines at certain times of the year – year-end, audit, budget, grant reporting, legislative deadlines.

5.2 Work Environment

The duties of the position are performed primarily in an office environment. Travel is infrequently required to attend offsite meetings.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	95%				95%
Outdoors				5%	5%
					= 100%

	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			20%		20%
Time spent travelling				5%	5%
Frequency of interruptions		35%			35%
Frequency of changing deadline and priorities			35%		35%
Interaction with irate/aggressive clients/customers				5%	5%
					= 100%

5.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Noise				X
Fumes				X
Dirt, Dust				X
Hazardous Chemicals				X
Disagreeable Weather Conditions				X

5.4 Physical Requirements

May be required to sit for extended periods of time while using the computer and calculator.

Attends meetings requiring prolonged sitting.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				
Operating and/or Maintaining Vehicles - Sitting				X
Operating and/or Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis				
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

5.5 Mental Requirements

Operates personal computer which may require visual attention to detail. Ability to mentally focus on detailed financial information requiring a high level of acuity and attention to detail.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings (working with personal and financial information)	X			
Visual Effort Required on a Concentrated Basis (reading, inputting, analyzing data, report writing, operating a computer, policy writing)	X			
Requirement to Listen Attentively (understanding, responding appropriately, problem solving, negotiating, mentoring, retaining information for later)	X			

ORGANIZATIONAL CHART

Chief Administrative Officer

TREASURER

Deputy Treasurer

Property Tax Collector and Payroll Coordinator

Finance Administrative Assistant

VC["XCNNG["VQY PUJ HR

POSITION DESCRIPTION

POSITION DATA

Position Title: **Deputy Treasurer**

Reports To: Treasurer

Indirectly Reports To: Chief Administrative Officer

Department: Finance

Effective Date: April 1, 2025

Revised Date: N/A

POSITION SUMMARY AND PURPOSE

Reporting to the Treasurer, the Deputy Treasurer provides support in the performance of the statutory duties of the Treasurer and assumes all of the powers and duties of the Treasurer under the *Municipal Act, 2001* or any other provincial legislation as necessary and/or in the absence of the Treasurer.

CORE LEADERSHIP AND MANAGEMENT COMPETENCIES

Service Delivery, Government Relations and Citizen Engagement, Financial Management, Human Resources Management, Communication, Integrity, Self-Management.

SIGNATURES

I have read and had an opportunity to comment on this position description.

_____ _____

Incumbent **Date**

This position description reflects the key duties, responsibilities and requirements of the position.

_____ _____

Treasurer **Date**

_____ _____

Chief Administrative Officer/Clerk **Date**

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all of the work requirements inherent in this position.

KEY RESPONSIBILITIES

Description	Approximate Time Spent (%)
1. Performs the statutory duties of the Treasurer under the Municipal Act and other provincial legislation, as required and in the absence of the Treasurer.	1%
2. Assists the Treasurer with the operating and capital budget for the Township, including but not limited to, preparation, reviews and forecasts. 3. Assist with monitoring revenues and expenditures and certifies expenditures.	22%
4. Assists with the preparation of the annual financial audit.	5%
5. Responsible for the Township's Asset Management Plan and database to ensure it remains current and fully supported by a financial strategy. 6. Manages the asset inventory and establishes procedures for sustainable asset management in conjunction with the Treasurer, Public Works Manager and Chief Administrative Officer/Clerk.	32%
7. Prepares monthly bank reconciliation for multiple bank accounts (ex. general, development charges, cash in lieu of parkland, etc.), including associated tasks such as: • confirming all cash receipt deposits are included and match the general ledger; • processing non-routine journal entries, (ex. grant funding payments, livestock claims, long term debt, etc.); • processing pre-authorized debits (ex. Hydro, internet, phone, etc.); • comparing processed cheque payments to cashed cheque payments to determine outstanding cheque listing; • following up on any old stale dated cheques.	10%

8. Assists with the preparation of grant applications/proposals and assists with interim and final reports for successful grants.	5%
9. Maintains and reconciles multi-year security deposit sub-legers for zonings, minor variances, severances, site plan control agreements, development agreements, road closures, road assumptions, road naming, entrance permits, building permits, community hall rentals, etc.	5%
10. Reconciles cemetery bank accounts and prepares annual reporting to the Bereavement Authority of Ontario.	2%
11. Assists with the annual insurance renewal.	2%
12. Prepares bi-annual HST Public Service Rebate.	2%
13. Responsible for Lottery Licensing in accordance with the Alcohol and Gaming Commission of Ontario.	2%
14. Acts as backup for enquiries at the front counter, cash receipting, day-to-day activities, accounts payable, payroll, final posting of cash receipt batches, etc. in the absence of the Property Tax Collector and Payroll Coordinator and Finance Administrative Assistant.	2%
15. Supervises and directs the activities of summer students and the Finance Administrative Assistant.	5%
16. Performs an assigned role in the Emergency Operation Centre and in accordance with the Emergency Plan.	1%
17. Maintains electronic and hard copy office records in accordance with the Township's records management system.	ongoing
18. Responsible to act in the capacity of the Treasurer in the absence of the Treasurer.	1%
19. Performs other related duties as assigned.	3%

FACTOR DESCRIPTION

1. Minimum Qualifications

1.1 Education

- Post-secondary school diploma in accounting or related field of study
- Municipal Accounting and Finance Program (MAFP) (or ability to acquire within 3 years of start date)
- Drivers' license

1.2 Experience

- Three (3) years' experience in an office environment
- Three (3) years' experience in financial/treasury positions, in a private or public sector setting
- Budgeting, annual financial reporting, asset management and long-term financial planning experience
- Experience using financial software
- Cash handling and processing financial transactions
- Dealing with the public and outside agencies

1.3 Knowledge/Skill/Ability

- Knowledge of accounting practices
- Knowledge of municipal financial legislation and practices
- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, Excel
- Punctual and reliable
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Strong time management and organizational skills
- Ability to determine work priorities
- Ability to take initiative
- Ability to work independently
- Ability to interpret and apply legislation, regulations and rules
- Ability to perform duties with a high degree of accuracy
- Ability to preserve the integrity of all confidential matters

2. Preferred Qualifications

2.1 Education

- Professional accounting designation (CPA)
- Post-secondary school courses in payroll and benefits
- Asset Management courses and training
- Municipal Tax Administration Program (MTAP)
- Municipal Finance 101
- Municipal designation
- Municipal training

2.2 Experience

- Three (3) years' experience in financial/treasury positions, in a municipal setting
- Experience processing accounts payable and accounts receivable
- Experience in administering payroll and benefits
- Experience in municipal property tax and assessment
- Assisting with budget preparation, review and forecasting
- Assisting with asset management planning and experience with asset management software
- Experience using Microsoft Dynamics (Great Plains), Municipal Connect, PSD-CityWide, Transfer Payment Ontario
- Managing in a unionized environment

2.3 Knowledge/Skill/Ability

- A working knowledge of the Municipal Act
- A working knowledge of the Employment Standards Act
- A working knowledge of other relevant legislation and taxation, assessment and employment matters

3. Decision Making and Independence

Complexity/Problem Solving
Determines work priorities. Interprets and applies legislation, regulations and rules. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

Supervision, Training, Management and Advisory Responsibilities
Manages one (1) full-time staff performing finance administrative functions. May manage summer students or co-op students.

May be required to manage staff in the Finance Department when acting in the absence of the Treasurer.

Supervision Received – Independence of Actions

Ability to work as part of the Finance Department team to achieve broad department goals under the direction of the Treasurer.

Assists with development and once adopted, carries out policies and procedures to attain department goals and objectives, referring matters not covered by policy to the Treasurer.

Required to work independently under established policies and procedures.

Follows the policies and procedures of the Township.

Impact of Decisions

Decisions will have a direct impact on the overall financial status of the Township.

Errors in information provided to the Treasurer can impact on the quality of decision-making. Errors can also affect the image and liability of the Township, its relationships with the public, staff and other agencies.

Confidentiality

Regularly works with confidential employee, Members of Council, Board, Committee and Working Group information, as well as confidential property owner and vendor information.

4. Contacts

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Treasurer	Frequent	Internal – receive direction, advice, seek clarification, and provide information.
Property Tax Collector and Payroll Coordinator	Regular	Internal – provide direction, advice, clarification and information.
Finance Administrative Assistant	Frequent	Internal – provide direction, advice and clarification.
Chief Administrative Officer/Clerk	Regular	Internal - receive direction, advice, seek clarification, and provide information.
Municipal Staff	Occasional	Internal – provide clarification and information.

Council, Board, Committee and Working Group Members	Occasional	Internal - provide clarification and information.
General Public	Occasional	External – general information for the Finance Department, general and escalated enquiries.
MPAC	Occasional	External – seek advice, clarification, reporting.
OMERS	Occasional	External – seek advice, clarification, reporting.
External Agencies (ex. lawyers, Real Tax, etc.)	Occasional	External – collaborate, provide information.
Government Agencies	Occasional	External - seek advice, clarification, provide information, reporting.

Provides information to the public; uses tact to address their inquiries and concerns. Must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to find out the nature of inquiries and concerns so that they are addressed appropriately.

5. Work Conditions

Township Municipal Office – Office Area.

Regularly deals with public complaints, refers contentious issues to management staff. Occasionally must deal with the stress of working with staff and the public on sensitive, personal matters.

5.1 Hours of Work

Normal Working Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m. with a half hour lunch.

Evenings/Weekends: N/A

On-Call: N/A

Overtime: Occasional overtime may be required to meet deadlines.

5.2 Work Environment

The duties of the position are performed primarily in an office environment.

Protects own health and the health and safety of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	95%				95%
Outdoors				5%	5%
					= 100%

	Constant	Frequent	Regular	Occasional	Percentage
Attend internal/external meetings			20%		20%
Time spent travelling				5%	5%
Frequency of interruptions			35%		35%
Frequency of changing deadline and priorities			35%		35%
Interaction with irate/aggressive clients/customers				5%	5%
					= 100%

5.3 Hazards

Occasionally may be exposed to weather extremes or safety hazards when traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Noise			X	
Fumes				X
Dirt, Dust				X
Hazardous Chemicals				X
Disagreeable Weather Conditions				X

5.4 Physical Requirements

May be required to sit for extended periods of time while using the computer and calculator.

May be required to lift boxes of paper weighing 20 kilograms.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Operating and/or Maintaining Vehicles - Standing				
Operating and/or Maintaining Vehicles - Sitting				X
Operating and/or Maintaining Vehicles - Walking				
Operating and/or Maintaining Vehicles - Climbing				
Requirement to Lift Objects (20 kg)				X
Pushing and/or Pulling Objects to Complete Tasks				
Personal Protective Equipment (PPE) Worn on a Regular Basis				
Types of Tools Used (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

5.5 Mental Requirements

Mental effort is required for the entire day to remember priorities and to maintain composure when dealing with interruptions and the various moods and needs of callers and customers. It is also required in order to interpret and apply legislation, regulations and rules.

Must meet deadlines.

Must deal with the stress of working with staff and the public on sensitive, personal matters.

Frequency Legend

Constant	every day most of the day
Frequent	daily
Regular	weekly
Occasional	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
Requires Awareness of Surroundings (working with personal and financial information)			X	
Visual Effort Required on a Concentrated Basis (reading, inputting, analyzing data, report writing, operating a computer, policy writing)	X			
Requirement to Listen Attentively (understanding, responding appropriately, problem solving, negotiating, mentoring, retaining information for later)		X		

ORGANIZATIONAL CHART

Treasurer

DEPUTY TREASURER

Property Tax Collector and Payroll Coordinator

Finance Administrative Assistant

Summary of Overtime (OT)

Treasurer:
- 2021: on maternity leave
- 2022: 315.75 hours – paid out 253.5 hours
- 2023: 279.75 hours – paid out 277.0 hours
- 2024: 196 hours – paid out 152.5 hours
- 2025: 135.75 hours – paid out 76.0 hours

- Treasurer has significantly decreased OT over the past couple years to see what the shift in deadlines/responsibilities looks like (see below "items/task not getting to")
- Years with significant pay outs show that even with OT worked there is not time to take the OT off instead of getting it paid out
- Some of this OT would be COW/Council meeting attendance, but this is small portion compared to the large totals
- Work/Life balance (as per policy) is not being met with the amount of OT having to be worked to get everyday tasks done
- It is worth noting that even with an additional position in Finance it will take a few years (2-3) to get OT balances to come down for the Treasurer. This is mainly because:
  - the new financial system is being implemented in 2026 but 2027 will be the first year with the new system there will be some big learning curves and processes to work out
  - onboarding of new staff, backfilling of temporary staff (for maternity leave), training on the new financial system, and having to run both financial systems in tandem will be time consuming for the Treasurer

Items/Task not getting to:
- completion of the year end audit – very late in the year
- completion of the Financial Information Return (tied to the year end audit)
- completion of the Asset Management deadlines and updating and maintaining the Asset Management database
- policy writing – updated procurement policy, reserves policy, investment policy, etc.
- being able to research, understand, and implement new accounting standards in a reasonable timeframe and without having to rely fully on outside consultants
- being able to research, understand, and implement changes in legislation in a reasonable timeframe and without having to rely fully on outside consultants