

Township of South Frontenac Job Description

Title: Deputy Treasurer

Department: Treasury

Reports to: Director of Finance / Treasurer

Summary:

The Deputy Treasurer is responsible for assisting in the handling of all of the financial affairs of the municipality and the management of the accounting, financial controls, accounting system and financial analysis for the Township. The key responsibilities of the position includes managing, supervising and responsibility for the day-to-day operations of the Treasury Department, specifically taxation and revenue, payroll, accounts payable, cash, and accounts receivable functions to protect and safeguard the assets of the municipality.

Duties & Responsibilities:

- In the absence of the Director of Finance /Treasurer, performs the statutory duties of the Municipal Treasurer under the *Municipal Act*, the *Municipal Affairs Act* and other Provincial Acts and Regulations.
- Assists with preparation of the preliminary operating and capital budgets
- Prepares, reviews, posts journal entries for the maintenance and upkeep of the General Ledger.
- Manages all aspects of property taxation and collection including:
 - the tax system/processes on a day-to-day basis including taxpayer inquiries, interaction with agencies such as MPAC and assisting staff
 - the tax sale process including: generation of final notices, collection throughout various stages, co-ordination and communication with tax sale agency through various steps, preparation and maintenance of extension agreements and management RFP for failed tax sale process.
 - Levy billings including interim, final, supplementary /omit, Payment-in-lieu of taxes (PIL), tax reductions and tax apportionments
 - Prepares reconciliation and payment of schoolboard and County remittances
- Oversees all accounting aspects of the municipal water system including water billings, penalties and the collecting of outstanding accounts
- Oversees accounts receivable including invoicing and collection in a timely fashion.
- Oversee the recording and reconciliation of developer deposits accounts, letters of credit and securities related to development applications.

- Oversees accounts payable transactions including the approval and review of payables vouchers for accuracy, general ledger coding and proper approvals according to procurement policy.
- Oversees cash receipting including, compliance with internal controls, ensuring the integrity and accuracy of financial transactions and reports.
- Assists in preparation of the year-end closing entries, working papers and coordinates the annual audit.
- Oversees and reviews the preparation of working papers and required documents for audit.
- Assists in the preparation of the annual Financial Information Return and Financial Statements
- Manages the payroll system and controls for all employees. Oversee and finalize payroll in accordance with Township policies, Collective Agreement and Employment Standards Act.
- Ensures that payroll and benefit costs are allocated to appropriate departments
- Manages and completes year end requirements including annual Pension to OMERS, T4s, WSIB and EHT reporting.
- Manages the preparation of summaries, payments and reporting to WSIB, OMERS, EHT, Revenue Canada & Benefit carriers.
- Maintains an effective working relationship with the Township Auditor and representatives of other levels of government as required.
- Assists with the creation and maintenance of accounting and reporting policies. Ensures accurate and appropriate practices, reporting and recording of financial transactions.
- Supports the development of reports and by-laws to Council
- Manages the creation, updates, and maintenance of Treasury department standard operating procedures.
- Assigns work, provides training and guidance and evaluates the performance of the staff members for whom s/he provides supervision.
- Performs any other related duties as may be assigned.
- Ensures that the Township staff members for whom s/he provides supervision are following occupational health and safety practices

Supervision:

- Works under the general supervision of the Director of Finance/Treasurer.
- Provides direct supervision to Treasury Department staff.

Qualifications:

- Post-secondary education in Finance, Accounting, Business Administration or Public Administration diploma or equivalent combination of education and experience.
- Minimum four (4) years of relevant experience including supervisory experience, preferably in a government/institutional setting.
- Direct experience in a municipal setting and formal education and training in Municipal Accounting and Finance would be an asset.
- Working knowledge of legislation, regulations, policies and procedures that impact municipal government financial operations such as the Municipal Act and Assessment Act.
- Excellent knowledge of general ledger, accounts payable, accounts receivable, payroll and fund accounting.
- Ability to work independently under minimal direction and as part of a departmental and cross departmental teams
- Demonstrated ability to be a team player and coach who is able to establish effective working relationships with Council, stakeholders, employees and the general public.
- AMCTO Municipal Accounting & Finance Program (MFAP), or in the process of completing the program would be considered an asset

- OMTRA Municipal Tax Administration Program (MTAP), or in the process of completing the program would be considered an asset
- Experience processing payroll and administering pension and group benefits plans would be an asset.
- Strong organizational and problem-solving skills to manage multiple priorities and tight deadlines.
- Strong analytical, technical problem solving, record keeping, administrative, and research capabilities.
- Excellent communication, customer service, interpersonal, negotiation, and conflict resolution skills.
- Demonstrated leadership skills acquired through experience supervising, leading and motivating staff.
- High level of attention to detail ensuring accuracy with large volume of diverse work.
- Excellent skills in MS Office including database and spreadsheet applications.
- Proficient in financial software and systems, previous experience with Great Plains (Diamond) and Cartegraph would be an asset.

Other:

- This is a Full time non-union position based on a 40-hour work week. Some flexibility throughout the year will be required.
- Compensation is in accordance with the Salary Schedule adopted by Council and periodically amended
- Benefits are in accordance with Township policies.
- A 12-month probationary period is required.

Approved:



Louise Fragnito
Chief Administrative Officer



Stephanie Kuca
Director of Finance / Treasurer

Date Approved: April 2, 2025