

**THE TOWNSHIP OF TARBUTT  
JOB DESCRIPTION  
TREASURER/DEPUTY CLERK (CONTRACT)**

**POSITION:** Treasurer / Deputy Clerk

**REPORTS TO:** CAO/Clerk

**POSITION SUMMARY:**

Under the general direction of the CAO/Clerk, the Treasurer / Deputy Clerk is responsible for the statutory duties of Treasurer as defined in the *Municipal Act* and other legislation. This position is accountable for the financial aspects of municipal operations, and provides financial and budget advice to Council and staff. Acute attention to detail is a must.

The Treasurer / Deputy Clerk shall have the ability to manage multiple, evolving tasks simultaneously. Proficiency in dealing with the public is required, while maintaining an independent commitment to the responsibilities of the position.

This position has a high degree of accountability, transparency, responsibility, and reliability, whose actions have a high impact of errors. The incumbent will also be capable of assuming the statutory duties of the of the Clerk in their absence.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Perform the statutory duties of the Municipal Treasurer and Tax Collector under the *Municipal Act* and other pertinent legislation
- Maintain accurate payroll records, and preparing and balancing summaries for Revenue Canada, WSIB and benefit carriers
- Certify employee and employer deductions for the employee benefits program, OMERS, WSIB and various source deductions
- Provide advice to Council in the preparation of the operating and capital budgets including procedures for interim levies, borrowing and banking arrangements
- Manage the Township's financial resources and establish any necessary controls and reporting procedures for Council's consideration
- Maintain security and confidentiality of all data in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*
- Assist the CAO/Clerk with grants and reporting under strict time lines, correspond with appropriate ministries, prepare necessary financial documentation to support funding applications, and calculate grants-in-lieu
- Provide regular financial and statistical reports to Council and the CAO/Clerk, regulatory agencies and other levels of government
- Coordinate and prepare for the Township's annual audit, collaborate on accounting issues and ensuring working papers are prepared for the annual audit
- Play a key role in the management and direction of the financial affairs of the Township, including the inputting, maintenance and reconciliation of all accounting transactions
- Monitor and track municipal investments to ensure the highest possible return on investment
- In cooperation with department heads, ensure that purchasing and acquisitions are conducted in accordance with procurement policies

- Calculate taxes payable according to the annual levy and related policies, and coordinate the production and mailing of tax bills
- Responsible to balance taxes, calculation of interest and penalties, tax collection, arrears, write-offs, supplemental tax statements
- Implement, document and control tax sale procedures under the *Municipal Tax Sales Act*
- Perform other duties as assigned

In the absence of the Clerk, the Treasurer may be required to:

- Perform the statutory duties of the Municipal Clerk under the *Municipal Act* and related legislation
- Assist with the preparation of Council agendas and background material such as staff reports, by-laws, resolutions and other supporting documents
- Provide verbal and written reports to Council on a variety of municipal issues
- Interpret policy and procedure for ratepayers
- As Deputy Returning Officer, support the preparation and management of Municipal and School Board elections

**Other Responsibilities:**

- Assist staff with budget preparation and tracking
- Take advantage of training opportunities offered through conferences, seminars, and selected readings to maintain up to date knowledge base
- Perform other related duties as required by statute and by the expectations of council to support the policy making process.

**QUALIFICATIONS:**

- Successful completion of a post secondary accounting program
- Minimum of 5 years' experience in public sector finance, preferably in a municipal setting
- Relevant experience within the Treasurer's function, including experience in municipal taxation
- Computer and social media literacy with excellent skills in Microsoft Office including Word, Excel, Sage 50 and digital banking procedures
- Thorough knowledge of municipal legislation, regulations and policies
- Strong understanding of Public Sector Accounting Standards
- Knowledge of payroll regulations under the *Employment Standards Act* and other applicable statutes
- Excellent interpersonal and organizational skills
- Strong written and verbal communication skills, and the ability to deal with the public, vendors, senior government officials and others with tact and diplomacy
- Advanced reading comprehension and interpretation of legislation
- Proven attention to detail and accuracy
- Designation and membership with AMCTO or a municipal financial association would be a definite asset.