

**THE TOWNSHIP OF TARBUTT  
JOB DESCRIPTION  
TREASURER**

**POSITION:** Treasurer  
**DATE APPROVED:** July 2021

**REPORTS TO:** CAO/Clerk  
**REVISED:** September 2024

**POSITION SUMMARY:**

Under the general direction of the CAO/Clerk, the Treasurer is responsible for the statutory duties of Treasurer as defined in the *Municipal Act*, the *Assessment Act*, and other legislation. Working with a small administrative complement, the successful candidate will manage the financial assets of the municipality, providing financial and budget advice to Council and staff.

The Treasurer shall have the ability to manage multiple, evolving tasks simultaneously. Proficiency in dealing with the public is required, as the Treasurer is also responsible to share coverage for telephone and counter reception.

This position has a high degree of accountability, reliability, and responsibility whose actions have a high impact of errors. Acute attention to detail is a must.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Perform the statutory duties of the Municipal Treasurer and Tax Collector under the *Municipal Act* and other pertinent legislation
- Financial planning, management of municipal funds and trusts, asset management and capital financing
- Manage the Township's financial resources and establish any necessary controls and reporting procedures for Council's consideration
- Thorough knowledge of Ontario payroll legislation
- Certify employee and employer deductions for the employee benefits program, OMERS, CRA, WSIB and others
- Provide advice to Council in the preparation of the operating and capital budgets including procedures for interim levies, borrowing and banking arrangements
- Implement, manage and maintain an effective tax collection system including month end balancing and penalty/interest calculation and posting
- 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
- 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 ensure working papers are prepared for the annual audit

- Identification of best practices and trends in the fields of municipal finance and payroll administration, and recommend changes to the CAO and Council
- Prepare and present reports to council regarding financial policy, procedures and by-laws which affect the operation of the municipality, their impact and risk element
- Play a key role in the management and direction of the financial affairs of the Township by recommending policies and procedures
- Monitor and track municipal investments to ensure the highest possible return on investment
- In cooperation with department heads, ensure that purchases 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, calculate interest and penalties, arrears, write-offs, supplemental tax statements
- Implement, document and control tax sale procedures under the *Municipal Tax Sales Act*
- Perform other duties as assigned

**ADDITIONAL SKILLS AND ABILITIES:**

- Customer service and interpersonal skills to develop and maintain cooperative and collaborative working relations inside and outside the municipality
- Commitment to quality and process improvement, with the ability to work independently
- Demonstrated ability to contribute to a positive and healthy work environment in a direct service delivery setting
- Assist staff with departmental budget preparation and tracking
- Take advantage of training opportunities offered to maintain current knowledge base
- Works within accepted policies and procedures
- Ability to deal diplomatically with enquiries and complaints from the public
- Strong ability to communicate effectively, both verbally and in writing
- 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 or business administration program from an accredited institution, preferably with a professional designation
- A minimum of 5 years' experience in public sector finance, preferably in a municipal setting
- Relevant experience within the Treasurer's function, including budget preparation, municipal taxation, financial reporting,
- Computer and social media literacy with excellent skills in Microsoft Office including Word, Excel, Sage 50 and digital banking procedures

- Thorough knowledge of relevant municipal legislation, regulations and policies
- Strong understanding of Public Sector Accounting Standards
- Working 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.

**WORKING CONDITIONS:**

- Extended periods of computer time are required
- 35 hour work week, with the office being open from 9:00 am to 4:00 pm
- Municipal Office is located in a rural area