

<p style="text-align: center;"><b>Douro-Dummer Job Description Manual</b></p>
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POSITION: <b>Temporary Treasurer</b>	PAGE: 1 of 4
REPORTS TO: <b>Chief Administrative Officer</b>	DATE: 2013
THIS JOB DESCRIPTION IS: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> RESCINDED	

**Job Summary:**

Under the general direction of the Chief Administrative Officer, the Treasurer is accountable for the statutory duties of Treasurer as defined in the Municipal Act and other Acts of Legislation. In addition this position is accountable for the financial aspects of Human Resource management and benefit issues; the efficient operation of Municipal computer equipment and software; provides leadership and direction to the staff of the Finance Unit; provides financial and budget advice and expertise to Council and staff; and as a member of the Senior Management Team assists with management issues and provides leadership, advice and consultation to staff, council and the public as required.

**Duties and Responsibilities:**

1. Responsible for the performance of the statutory duties of Tax Collector by calculating, balancing, preparing and mailing all tax bills, maintaining the assessment roll and providing for the collection and adjustment of taxes (current and arrears).
2. Responsible for payroll, accounts payable, accounts receivable and general ledger functions.
3. Responsible for human resources functions as they relate to annual salary/wage discussions, research, benefit packages, and general employee remuneration. Provides related recommendations to the C.A.O.
4. Responsible for vacation register and sick leave register and ensures that information is accurate and up to date.
5. Responsible for the preparation of monthly and annual remittances and reports to government and other agencies (e.g. WSIB, T4, ROE, etc.)
6. Responsible for accurate records of group disability, medical and dental insurance and other benefits.
7. Responsible for necessary banking transactions and reconciliations.
8. Produces and maintains any forms, records, reports and correspondence as required.
9. Prepares and presents the annual operational and capital budget forecast in consultation with Management Team and Committees.
10. Responsible to ensure that budget guidelines approved by Council are followed and maintained.

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11. Assists with the investment of surplus funds of the municipality according to the direction of Council.
12. Responsible for calculating the annual tax rate and preparing the by-law for approval by Council.
13. Provides advice and acts as resource person to Council and Department Heads regarding financial issues as they may affect municipal operations.
14. Responsible for the accurate recording of monies received and disbursed, assets and liabilities and all other accounting and financial transactions of the municipality in accordance with accounting principles generally accepted for Ontario Municipalities.
15. Attends meetings as required.
16. Prepares applications and documentation to secure grants and revenues from other levels of government and various agencies.
17. Participates in the Municipal Operations Centre for emergency purposes.
18. Provides advice and recommendations for producing, maintaining and improving the Township Policy Manual.
19. Develops and prepares policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Municipality.
20. Responsible for preparing tender and proposal documents and maintaining files for these documents, ensuring that Council's direction is adhered to.
22. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
23. Responsible to ensure that employees under their supervision adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy.
24. Responsible for ensuring the completion of the interim and final audit with the municipal auditor.
25. Responsible for the efficient operation of computer equipment and software.
26. Monitor trends, developments and best practice in asset management and risk management including legislation and technology changes and direct the implementation of improved policies, procedures and systems.

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27. Assists the Management Team in the development, coordination, implementation, administration and monitoring of policies, programs and services established by Council.
28. Acts as a Commissioner of Oaths for the swearing of affidavits for the benefit of the Corporation and the general public.
29. Recommends to the CAO the appointment, promotion, dismissal of subordinate employees. Recommends and implements disciplinary action affecting subordinates. Conducts regular performance evaluations and departmental review.
30. Performs other duties as may be assigned.
31. Responsible for ensuring that all aspects of the financial operations and reporting are P.S.A.B. compliant.

### **Supervision:**

This position requires the incumbent to supervise and direct the work of the Receptionist/I.T. Coordinator, Financial Services Administrative Assistant, Deputy Treasurer- A/P Payroll Clerk and Deputy Treasurer- Tax Clerk.

### **Contacts:**

**Internal:** With the Chief Administrative Officer, other members of the Management Team, Council, and subordinates to ensure the Municipality meets legislation in noted areas of responsibility, to provide guidance, advice, and leadership in noted areas of responsibility; to assist in problem solving issues and for the purpose of obtaining and sharing information to complete work assignments.

**External:** With various County/Municipal/Provincial/Federal agencies and officials, Municipal auditors, solicitors, lawyers and banks to provide and obtain information and to discuss and obtain resolution to municipal problems, issues, and concerns.  
With the general public to provide information, address concerns and solve problems, ensuring polite and tactful relations.

### **Working Conditions:**

Exposure to a normal office environment. Visual and mental concentration with respect to detail (figures) and visual display terminal. Regularly required to attend meetings outside of normal office hours.

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**Job Knowledge:**

Post-secondary degree or diploma in Business Administration, or equivalency, with specialization in accounting. An accounting designation is an asset.

Additional specialized course work in Computer/Information Technology Management preferred. C.M.O. designation preferred.

Three years related experience in a municipal setting with an additional two years of senior level experience.

Knowledge of payroll regulations, Employment Standards Act, Tax Collection legislation and Provincial legislation affecting municipalities.

Knowledge of Information Technology issues; Purchasing and Tendering requirements and best practices

Supervisory and managerial knowledge, skills, experience and ability

Good organizational and communication skills.

Proven ability to deal with the public, politicians and senior level staff in regards to issues that may be sensitive, contentious and difficult. Ability to cope with several different requests and subjects simultaneously.

Strong knowledge of computers, Microsoft Office Suite, Central Square (Great Plains/ Diamond) Municipal Financial Software, CityWide and other accounting and asset management system software.

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Employee

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Chief Administrative Officer