

<p>The Corporation of The Township of South Glengarry</p>	<p>Job Description</p>
<p>Position Title:</p>	<p>Deputy Treasurer</p>
<p>Group:</p>	<p>Non-Union</p>
<p>Supervisor:</p>	<p>General Manager of Finance & Treasurer</p>
<p>Department:</p>	<p>Finance</p>
<p>Prepared By:</p>	<p>Human Resources Advisor</p>
<p>Approved:</p>	<p>2025</p>
<p>Revised:</p>	
<p><u>Job Function:</u></p> <p>Reporting to the GM of Finance & Treasurer, the Deputy Treasurer administers the financial services, programs, policies and procedures for the Township of South Glengarry including payroll, accounts payable, accounts receivable, property taxation and collection, capital asset management, administering employee defined pension plan and group benefit programs, updates and maintains property assessment and property tax databases. Together with the GM of Finance & Treasurer, the Deputy Treasurer provides oversight to the township’s accounting activities to ensure accounting procedures are in accordance with public sector accounting standards as well as statutory and regulatory requirements, and that internal controls are operating effectively.</p>	
<p><u>Skills and Responsibilities:</u></p> <ul style="list-style-type: none"> • Completion of post-secondary degree or diploma in Accounting, Business, Finance or another related field. An equivalency in years of experience and relevant education may be considered. • Completion of or working towards AMCTO’s Municipal Accounting & Finance Program (MFAP) and OMTRA’s Municipal Tax Administration Program (MTAP) considered an asset. • Knowledge of the Municipal Act, PSAB, Asset Management and other legislation affecting municipalities is an asset. • Two (2) years related experience within a municipal or public sector preferred. 	

- Demonstrated knowledge and experience of Municipal accounting software.
- Demonstrated customer service skills, excellent communication skills both written and oral and demonstrated leadership skills both on a formal and informal basis.
- Ability to deal with people in a sensitive, tactful, and diplomatic manner.
- Ability to arrange priority items and work with minimal supervision.
- Developed analytical, organizational and time management skills.
- Ability to meet work requirements within established timelines.
- Computer literacy and proficient in Microsoft Office applications email, etc.

Direction Received/Independent Action:

- General direction is provided by the General Manager of Finance & Treasurer.
- Works independently with minimal direction, within policy, regulatory and budgetary guidelines.
- Exercises considerable independence of judgment and decision making in carrying out assignments in accordance with established guidelines.
- Performance is monitored by the General Manager of Finance & Treasurer through the Township's Performance Management Program.

Working Relationships:

Internal Contacts:

General Manager of Finance & Treasurer:

Direct reporting relationship.

Finance Clerks/Financial Analyst:

Supervision and support provided for all financial matters, exchange information and help explain overall corporate financial goals and objectives.

External Contacts:

General Public, Suppliers, Professional Boards etc.:

Contact with federal and provincial agencies, MPAC representatives, bank officials, municipal auditors, vendors, peers in other Municipalities and the public.

Duties and Responsibilities:

General:

1. Assists in administering the financial affairs of the Township on behalf of and under the direction of the Treasurer.
2. Follow municipal administrative policies and contractual agreements with respect to working conditions and the purchase of goods and services, federal and provincial statutes, regulations and standards.

3. Knowledge and experience with financial, purchasing, accounting and auditing principles and practices.
4. Assist with the Ministry reporting and annual external audit and yearend reconciliations.
5. Performs accounts payable procedures: verify general ledger accounts, process invoices, prepare cheques and reports for Council.
6. Accounts receivable functions including preparation of invoices, bank deposits and posting payments to the general ledger.
7. Assists in the preparation of the annual budget and financial audit.
8. Preparation of any required adjusting journal entries to ensure accuracy of account balances at year end and throughout the year.
9. Prepares financial analysis and reports as directed by the Treasurer.
10. Back up for payroll including processing bi-weekly payroll, administration of OMERS pension plan, and employee group benefits plan.
11. Submits payroll remittances, prepares T4's and Records of Employment.
12. Reconcile bank accounts monthly and ensure all outstanding items are followed up with the proper departments and prepare appropriate journal entries.
13. Record diesel used, during the previous month, to Road's vehicles & equipment based on the data sheets provided by the Roads Foreman.
14. Calculate and record the GST/PST and maintain the records for submission of rebates and/or payments.
15. Assist with tax registration files. Monitor activity of tax registered files including payments from owners or tendering for sales.
16. Identify tax accounts that are eligible to be registered.
17. Review various receivable and payable GL accounts to reconcile balances with listings.
18. Prepare and/or review Federal/Provincial funding reports.

Policies/Procedures/Legislation:

19. Research financing options, policy implementation specific to Finance Department.
20. Policy development includes research, evaluation, and decision.
21. Decisions made by this position represent those of the department.
22. Perform other duties as assigned.

Physical and Sensory Demands:

23. Major demands are for repeated dexterity, muscular and sensory strain for long to extended periods while transcribing, typing, and proofing documents and attending meetings. Moderate agility to retrieve and store records, files and supplies from overhead and low shelves and to respond to enquiries.
24. Light physical effort is required to move/transfer files of weight not usually more than ten (10) pounds.

Mental Demands:

25. Review of correspondence and preparation of formal documents performed routinely for moderate to long periods with irregular continuous requirements to complete priority items. Priority areas depend on the demand of operations which usually change without notice.

26. Interruptions or disruptions can occur. Occasional time factors may affect work pace results in determining priority tasks and duties in meeting tight timelines.

Impact of Error:

27. May cause deterioration in relations affecting an entire employee group, organizational image or community relations, delays with significant impact on municipal services. May be some financial costs related to legal fees to resolve issues.

Working Conditions:

Hours of Work:

28. Required to work seven (7) hours per day during regular business hours - Monday to Friday.

a. Requirements for overnight travel as per Township policy.

Overtime:

b. Overtime is compensated for as per the Township policy.

Work Environment:

29. Spends 90% to 95% of the average work year in private office within a single office building.

30. Remaining time spent travelling outside of the work area to attend meetings and training sessions as required.

Hazards:

31. Usual hazards consist of tripping and slipping within work areas and injury sustained may require first aid for minor cuts.