

**TOWNSHIP OF MELANCTHON
TREASURER/DEPUTY CLERK
JOB DESCRIPTION**

Qualifications

1. University degree in commerce or business/public administration or hold a recognized professional accounting designation.
2. Minimum of five (5) years senior management experience, preferably in municipal finance or equivalent experience.
3. Good understanding of computer technology and its use within a municipal setting. Knowledge of Keystone Complete software would be an asset.
4. Proficient use of Microsoft Office

To meet the demands of the position you must have:

1. A complete understanding of municipal finance and accounting, property taxation in Ontario, and auditing principles and practices.
2. Knowledge of the Ontario Municipal Act, Assessment Act, Employment Standards Act, WSIB, Municipal Tax Sales Act, Municipal Elections Act, etc., as it relates to the position.
3. Invest surplus funds in accordance with the Municipal Act and the guidelines as may be endorsed by Council.
4. Experience coordinating and leading the annual operating and capital budget process.
5. A high degree of integrity due to exposure to highly confidential and/or politically sensitive information.
6. Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational, project/time management, leadership and supervisory skills.
7. An ability to deal with stress and work well under pressure.

General Scope of Responsibilities

Reporting to the Chief Administrative Officer, you will execute the statutory duties of the Treasurer/Deputy Clerk and be responsible for ensuring all legislative requirements and principals of sound financial management are met by the municipality and local boards.

General Scope of Duties

To plan, organize and direct a variety of complex administrative, accounting and professional work of the municipality, boards and agencies. Maintains accurate records and accounts of the financial affairs of the Municipality.

1. Prepare annually the Township budget, including the coordination and completion of all departmental budgets for presentation to the Council.
2. Preparation of the long-term Capital Budget in conjunction with other departments.
3. Act as a resource person for all departments and local boards in providing specific data for budget preparations.
4. Prepare audit files and working papers for the general audit, co-ordinates the annual audit, review and prepare the necessary schedules as required by the Township's audit firm to produce the annual Financial Information Return and Audited Financial Statements. Implements the recommendations emanating from the audit, including the completion of the journal entries.
5. Direct the maintenance and operation of the general accounting system (Keystone Complete) of the Township, including the month-end reconciliation of the General Ledger and the month end reconciliation of the Taxes Receivable.
6. Shall be responsible for the calculation of the annual tax rate resulting from the budget process and preparation of the required Taxation By-law and responsible for the processing of the annual tax billing for both the interim and final tax notices and other financial billing (unpaid taxes' notices).
7. Responsible for the coordination of information to be provided to the Township's Engineer for the completion of the Asset Management Plans and maintaining the asset management plans.
8. Update and maintain the OPTA program in preparation for the budget and tax billing processes.
9. Responsible for reconciliation, remittance and reporting of the various School Board and County levies.
10. Process requests for reconsiderations, supplementary taxes, write-offs, grants-in-lieu of taxes and pursues the collection of outstanding taxes and procedures under the Municipal Tax Sales Act.
11. Acts as the co-signing authority for all cheques issued by the Municipality.
12. Prepare and submit the following annual reports on behalf of the Municipality: OCIF, Annual Cemetery License Report, Municipal Modernization Funding, Safe Restart Funding, Federal Gas Tax, Development Charges, any other grant

funding opportunities.

13. Prepare Tile Drainage Debentures with the necessary paperwork and updates Tile Drainage Debenture Register.
14. Issue Lottery and other licenses and files quarterly reports with the Alcohol and Gaming Commission of Ontario.
15. Shall be responsible for all purchasing/tender procedures and monitoring of same.
16. Present the general accounts to Council and oversees the payment of road vouchers and administration vouchers received by Council.
17. Establish and maintain the electronic bill payment services for tax payments with major financial institutions and the mortgage listings and updates with the most recent changes.
18. Responsible for the Development Charge Act, including Development Charges By-law (if adopted), coordinating background reports, development of by-laws, development deposits and securities, development charges, public meetings as required under the Act and the statutory procedures relating to same.
19. Establish and maintain policies and procedures and control over municipal revenues and expenditures. Provides general information from inquiries on municipal policies and tax procedures to the general public by phone or in person.
20. Oversee the municipal functions and duties relating to the disbursement of claims and demands against the Township, including payroll.
21. Oversee and manage contracts for auditing, accounting, consulting, investment, insurance, etc.
22. Arrange all borrowing of the municipality including debentures and provide an update report annually to Council on the Township's debt and financial obligations.
23. Provide recommendations to the Chief Administrative Officer for strategic direction of fiscal policy matters to maintain and enhance the financial health of the Township.
24. Supervise Treasury Staff including procurement, accounts payable, receivables, property taxation, reception, payroll and information technology.
25. Direct Treasury Staff, manage ongoing performance and conduct performance reviews in conjunction with the Chief Administrative Officer.
26. Oversee and direct the licensing function of the Township, recommending

amendments, additions and implementation of licensing function to the Township Council.

27. Act in the capacity of Assistant Returning Officer and assist the Chief Administrative Officer/Clerk in the conduct of the municipal elections.
28. Maintain records of all vital statistics, acts as Division Registrar.
29. Responsible for taking Affidavits from the public and sign as Commissioner of Oaths.
30. Assume the duties of the Chief Administrative Officer/Clerk in his or her absence.
31. Prepare and present reports to the Chief Administrative Officer and Council, as required.
32. Attend meetings of Council (majority are evening) and other meetings as necessary.
33. Other duties as assigned.

Hours of Work – Monday to Friday – 8:30 a.m. – 4:30 p.m. (37.5 hours per week) and occasional overtime. Physical demand requires significant computer work, concentration and sitting in meetings (in person – when safe to do so, and virtual). Accuracy and attention to detail, while experiencing interruptions is critical to work.