

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

JOB DESCRIPTION

TITLE: Deputy Treasurer and Asset Management Coordinator

SERVICE: Finance Department

SUPERVISOR: Treasurer

FUNCTION SUMMARY

Under the supervision of the Treasurer, the Deputy Treasurer and Asset Management Coordinator assists the Treasurer in the management, coordination, administration and supervision of all Finance Department operations using computerized accounting and financial systems in accordance with provincial laws, generally accepted accounting principles and municipal by-laws.

DUTIES AND RESPONSIBILITIES

1. PROGRAM/SERVICE

- Assist the Treasurer in overseeing, directing and managing operations related to the municipality's financial management (taxation, user fees, borrowing by-laws, billing, payroll, grant programs, asset management, etc.);
- Assists in the preparation and control of expenditures appearing in the municipality's operating budget;
- Prepare monthly revenue and disbursement reports and reports required by the various levels of government (GST reports), ensure the general ledger is kept up to date, reconcile the various bank accounts to the general ledger, reconcile and balance funds regularly, ensure the transfer of the general bank account to all other bank accounts and maintain accounts receivable procedures to cover the latter;
- Supervise staff and, as needed, perform tax collection, accounts payable and payroll operations;
- Respond to and investigate inquiries and complaints regarding municipal finances and by-laws that fall under the department's jurisdiction;
- Attends Finance Committee and Council meetings as required;

- Compile and analyze statistics, publications, documents, information and monthly reports concerning the state of municipal finances;
- Assist in the preparation, review of tenders and supervision of the work of contractors and consultants;
- Prepares or assists in the drafting of grant applications and reporting requirements;
- Ensures all financial data is recorded in order to maintain the Asset Management database and participates on the Asset Management Committee;
- Provides leadership with respect to the Asset Management Plan to other municipal departments;
- Develop and implement asset management strategies, develop condition assessment, inspection plan, processes and protocols for data collection;
- May be called upon to help implement emergency measures;
- Perform any other related duties assigned by the Treasurer.

2. HUMAN RESOURCES

- Assists the Treasurer in supervising Finance Department employees;
- Assign tasks and responsibilities to department employees;
- Suggests to the Treasurer the disciplinary measures to be taken with regard to the Department's employees.

3. FINANCIAL RESOURCES

- Participate in the preparation of the budget, year-end financial statements, year-end file for the auditors, as well as the various annual reports required by the various departments;
- Approve invoices while ensuring that supporting documents are present;
- Assist the Treasurer in the collection of municipal revenues, grants and subsidies within the prescribed timeframes and according to agreed agreements;
- Officer authorized by the Board to sign all banking transactions (cheques, investments, financial commitments);

4. MATERIAL RESOURCES

- Material resources include a computer, printer, telephone, fax, photocopier, stamper and folder-inserter;

- Jointly responsible for the municipality's computerized accounting systems, back-up copies and accounting system security;
- The employee is responsible for the materials and equipment assigned to him by the municipality;
- The incumbent shall ensure the confidentiality of all documents transmitted to it in accordance with applicable laws, regulations and policies.

SKILLS AND EFFORT

5. KNOWLEDGE/EXPERIENCE

- Hold a undergraduate university degree in Accounting or Finance;
- Enrolment in the Chartered Professional Accountant (CPA) program is an asset;
- A minimum of three (3) years' experience in a similar position or in the field of public administration and preparation of financial statements;
- Knowledge and understanding of the Municipalities Act, other legislation, regulations and accounting principles applicable to the municipal sector;
- Training and experience in municipal finance, municipal administration and fund accounting;
- Excellent knowledge of electronic spreadsheet programs such as Microsoft Excel, and other experience with accounting software;
- Be a member or eligible for membership in the Municipal Association of Accountants and Treasurers of Ontario;
- Ability to analyze financial issues, identify problems and suggest solutions and recommendations to resolve them;
- Able to communicate in French and English (orally and in writing);
- Ability and ease in making public presentations on sometimes sensitive subjects or in a confrontational context (taxpayers);
- Demonstrate ability to work to tight deadlines at times;
- Knowledge and ability to manage and supervise department activities.

6. PHYSICAL AND MENTAL EFFORT

- This position requires no physical effort on the part of the incumbent;
- Frequent periods of mental concentration of medium duration;
- The work environment contains stressful conditions that require strength of character to maintain control over the situation (crisis management);
- Dexterity in drawing up reports, regulations and checking accounts.

7. JUDGMENT

Work is performed under the direction of the Treasurer in accordance with established guidelines, procedures and policies.

The holder exercises his judgment :

- Assisting the Treasurer with departmental operations, ensuring that budgetary limits, standards and municipal policies are respected.
- By respecting established priorities to meet work deadlines;
- Assisting the Treasurer in coordinating the activities of the Finance Department with those of other municipal departments;
- Ensuring that reports are produced and submitted within the deadlines specified by the Act and the regulations.

8. INTERPERSONAL SKILLS

The incumbent will need to demonstrate interpersonal skills to interact with his/her supervisor, co-workers, employees, departmental representatives, contractors, merchants and the general public.

Communicate with :

INTERNAL :

- Regular contact with people throughout the organization at management and executive levels.

EXTERNAL :

- Regular contact with outsiders, usually in person or by telephone, representatives, customers and the general public.

WORKING CONDITIONS :

9. ENVIRONMENT

The work is done in an office.

Politics is omnipresent in the working environment, causing stress and can affect performance and lead to mental fatigue.

10. CONTROL OF WORKING HOURS

The incumbent may be required to work overtime in order to meet deadlines imposed by legislation or Council policies, and occasionally to attend Finance Committee and Council meetings.

Note: This document has been written using the masculine gender solely for the sake of brevity. It is agreed that both genders, masculine and feminine, are an integral part of this document.