



**TAY TOWNSHIP
POSITION DESCRIPTION**

Position Title: Deputy Treasurer/Tax Collector	
Department/Division: Corporate Services/Financial Services	Reports to (Directly): Manager of Financial Services/Treasurer
Direct Reports: Accounting Clerk – Accounts Payable Accounting Clerk – Cashier Accounting Clerk – Payroll Financial Services Student	Indirect Reports: Not Applicable
Pay Band: 8	Hours Per Week: 35
Creation Date: Unknown	Revision Date (s): November 2021; August 2021; April 2019

Position Summary:

Reporting to the Manager of Financial Services/Treasurer, or their designate, and working collaboratively with the Leadership Team, the Deputy Treasurer/Tax Collector is responsible for administrative and supervisory services with respect to all Financial Services functions, specifically with respect to payroll, accounts receivable collection, accounts payable and taxation/utility billing and reporting.

The Deputy Treasurer/Tax Collector’s key priorities, in alignment with the Township’s values and strategic plan, includes supporting the management of Financial Services in a manner that is sustaining, best-in-class, compliant, and ensures that the needs of the Township’s community members, Staff, departments, and Council are met. The position contributes to the execution of Township strategies and processes which result in the formulation and achievement of the Township’s overall goals and objectives while demonstrating a high level of political acumen and diplomacy.

The Deputy Treasurer/Tax Collector will provide advice to the Manager and/or the General Manager and/or the Chief Administrative Officer (CAO) in the establishment of strategic objectives and delivery of municipal services, with a focus on fostering a positive workplace culture based on Township values.

Responsibilities:

1. Provides support for the Financial Services Division in the delivery of customer service focused financial services in a manner that is sustaining, best-in-class, compliant, and ensures that the needs of the Township's community members, Staff, departments, and Council are met. Leads by supporting/encouraging others in gaining personal mastery, autonomy and purpose. Models the Township's values by learning, being comfortable with new ideas and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think financial services practices and identify initiatives that can deliver greater benefit for the Township.
2. Prepares journal entries, and acts as resource for subordinates to resolve problems related to processing errors, subsidiary ledger reconciliations and new procedures.
3. Supervises all payroll functions including payroll records and processing, and the periodic filing of mandatory reports with respect to all Staff, Committee Members, Council and Volunteers. Process payroll in the absence of Accounting Clerk – Payroll.
4. Reviews, interprets and implements legislation relating to Assessment, Property Taxes, Payroll, Employment Standards, Revenue Canada, PSAB, etc.
5. Prepares statistical reports including part of the annual Financial Information Return (FIR) and other audit documentation.
6. Liaises and troubleshoots with vendors and users to resolve software problems, including software updates and the evaluation and implementation of new software. Assists Financial Services Staff with process and issue trouble shooting.
7. Responsible for the integrity of the Assessment Roll and Tax, Water and Sewer Master files and acts as a resource to Staff for liaison with the Assessment Office, taxpayers and others, as required, to resolve questions and errors.
8. Reviews and acts as a resource for Capital Asset Management and Reporting as required.
9. Responsible for the coordination of year end processing and the billing for tax, water and sewer systems, including the balancing of billings to the General Ledger.

10. Responsible for collection activities for tax, water and sewer, per Municipal Collection Policy and appropriate legislation (including the administration of the Tax Sales process).
11. Processes requests and makes recommendation for tax write-offs and rebates under the Municipal Act and Assessment Act.
12. Authorizes tax, water and sewer adjustments according to Municipal Policy, and prepares journal entries for approval.
13. Provides recommendations for changes in policy and procedures, and researches specific issues as requested by the Manager.
14. Acts as a Commissioner of Oaths.
15. Acts as Ontario Municipal Employees' Retirement System (OMERS) Senior Management Official (SMO). Overall responsibility for Ontario Municipal OMERS financial and administrative reporting requirements.
16. Oversees Workplace Safety and Insurance Board (WSIB) financial management, remittances and reporting requirements.
17. Provides advice/support to Human Resources with respect to group benefit program financial considerations and provides feedback with regards to program changes/updates as required.
18. Provides technical or functional guidance to the Financial Services Division and Township Leadership Team as required. Provides training, orientation and/or advice to the Financial Services Division and Township Leadership Team as required. Provides advice to Council as required.
19. Responsible for Financial Services Staff matters for direct subordinates with respect to hiring, position transfer, training and development, performance management, termination, compensation, promotion and employee discipline in collaboration with the Manager, General Manager, CAO and/or Human Resources, as appropriate; ensures that corporate values are being upheld at all times.
20. Supervises the Accounting Clerk – Accounts Payable, Accounting Clerk – Payroll, and Accounting Clerk – Cashier. Assigns work and methods to be used, and takes responsibility for all the work relating to related Financial Services projects.
21. Directs and monitors work of Staff, directly manages and completes performance evaluations for Accounting Clerk – Accounts Payable, Accounting Clerk – Payroll, and Accounting Clerk – Cashier; takes corrective action as required.
22. Provides input to the Manager for division budget for recommendation to Council. Exercises expenditure control in area(s) of responsibility.
23. Keeps informed on physical, social and economic conditions,

- developments, and trends and on pertinent legislation, by-laws, regulations, literature, through ongoing environmental scanning.
24. Develops and maintains a contact network with professionals in the field and counterparts in other municipalities and public sector organizations to remain current and invested in shared services and programs.
 25. Performs and executes the statutory duties of the Treasurer under the Municipal Act in the absence of the Treasurer in consultation with the General Manager, Corporate Services and/or the CAO.
 26. Maintains a high degree of confidentiality and security of information. Where information is developed prior to Staff/Public release, ensures confidentiality of information produced for Council and other sensitive information consumers.
 27. Ensures compliance of the Occupational Health and Safety Act and other applicable legislation by:
 - a. Enforcing and/or following the Township's Health and Safety program, procedures and best practices.
 - b. Ensuring due diligence in all health and safety matters including but not limited to safe work practices, training, risk assessments, workplace inspections, investigations, procedures and reporting/correcting hazards.
 28. Performs other related tasks and functions as assigned that are required or dictated by the Municipality's needs relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education and Training

- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.
- ❑ Completion of post-secondary education from an accredited educational institution or equivalent training and/or experience in Accounting, Business Administration, Commerce or other relevant discipline.
- ❑ Designation in good standing with a Professional Accounting Association considered an asset.
- ❑ The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Accounting and Finance Program completion considered an asset.
- ❑ Formal leadership and coaching/mentoring training considered an asset.

- Commitment to continuing education and professional development; willing to attend conferences, courses and seminars as required, some of which may require overnight accommodation.

Experience

- Minimum of 5 years of related, progressive work experience. Preference may be given to those with at least 2 years' experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Minimum of 3 to 5 years of progressive supervisory/management experience, preferably in a municipal or public sector environment.
- Experience preparing, analyzing and administering capital and operating budgets.

Knowledge

- Strong working knowledge of Public Sector Accounting Board Standards and Generally Accepted Accounting Principles, By-laws and related legislation and regulations as they may apply to the Corporation, Municipal Act, Development Charges Act, Occupational Health and Safety Act and other provincial and municipal statutes and regulations pertaining to assessment, taxation and governance issues.
- Knowledge of Occupational Health and Safety Act.
- Sound knowledge of applicable federal, provincial and municipal legislation, as well as employee relations principles and practices, local government functions and responsibilities.

Skills and Competencies

- Innovative, inclusive and transparent leader; motivates, develops, empowers and engages others.
- Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.
- Superior computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment. Literacy with Microsoft Dynamics GP (Great Plains), or similar software, considered strong asset.
- Superior interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, local boards/commissions, community groups and organizations, and the general public with the ability to exercise tact, diplomacy and good judgement at all times.
- Strong financial analysis and management skill/ability, written and verbal communications skills and analytical skills as well as an effective presentation style and method.

- Well organized, flexible and able to deal with multiple priorities; organizes own time effectively, prioritizes and delegates appropriately, prepares in advance and sets realistic timeframes; ensures all activities and resources are used efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload, considers competing interests, and adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.
- Comfortable with new ideas and has the curiosity to seek new opportunities and implement change; collaborative decision maker focused on practical, timely solutions; self-assured and confident; drives towards results while constantly problem-solving; learns quickly; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes.
- Delegates effectively and ensures individual and team accountability; uses proper judgment and makes decisions and takes actions to resolve issues.
- Positively influences others; encourages, inspires and supports others to deliver; has the ability to understand how individuals at all levels operate and how best to use that understanding to achieve objectives.
- Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- Demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders; establishes and maintains effective working relationships with the Public, Staff and the Leadership Team.
- Establishes an efficient execution of work and motivates subordinates to develop to the highest potential of their capabilities; plans, directs, coordinates, assigns and reviews the work of professional subordinates.
- Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- Normal workweek – 35 hours, with evening meetings and some overtime required, including attendance in the event of emergency situations, or critical situations requiring an immediate response.
- Performance of duties normally takes place in an office environment. Environments also include out-of-office meetings. Required, from time to time, to attend meetings, seminars/conferences in locations other than Tay Township.
- Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.

- Position involves both mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information.
- Responsibility/decision-making efforts include an extensive and multi-faceted degree of analysis. Decisions to be made within the corporate mandate by adapting methods, guidelines or procedures. Position requires confidentiality in many aspects of the work.