



# Deputy Treasurer

## Tay Township - Employment Opportunity

### Full-Time, Permanent Position

Tay Township, located on the sunset shores of Georgian Bay, is seeking an individual who thrives in a culture of change and progression to join #TeamTay as the Deputy Treasurer; a leader in the Financial Services Division and a strategic member of the Township's Leadership Team. We are looking for adaptability to our growing and evolving Municipality and demonstrated enthusiasm for positively impacting the Corporation and our Community as one.

Reporting to the Treasurer, or their designate, the Deputy Treasurer is responsible for providing administrative and supervisory support concerning all Financial Services functions, specifically for accounts receivable collection, accounts payable, payroll, and taxation/utility billing and reporting. The position also fulfills the statutory responsibilities of the Treasurer under the Municipal Act in the absence of the Treasurer at the discretion of the Chief Administrative Officer.

### Qualifications

- Completion of post-secondary education in Accounting, Business Administration, Commerce, Finance, or another relevant discipline.
- Minimum of 5 years of related, progressive work experience. Preference may be given to those with at least 2 years of experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Minimum of 3 years of success and progressively more responsible supervisory/management experience, preferably in a municipal or public sector environment.
- Completion of the Ontario Municipal Tax and Revenue Association (OMTRA) Municipal Tax Administration (MTAP) Program or willingness to complete.

- Completion of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Accounting and Finance Program or willingness to complete.
- Completion of formal leadership and coaching/mentoring training or willingness to complete.

The compensation range for this full-time, permanent position is \$47.10 to \$55.11 per hour with a 35-hour work week. We also offer a comprehensive pension and benefit package (conditions may apply).

---

**Join #TeamTay today and help transform the way local government connects with the community it serves.**

Qualified and interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – [www.tay.ca/jobs](http://www.tay.ca/jobs)
2. Please submit a cover letter and resume via email by **4:00 p.m., Thursday, January 4, 2024,** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**Deputy Treasurer**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We kindly thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used for candidate selection. Tay Township is an equal-opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Tay Township throughout the recruitment, selection and/or assessment process for applicants with disabilities.

Posted: 2023-12-07



**TAY TOWNSHIP  
POSITION DESCRIPTION**

<b>Position Title:</b> Deputy Treasurer	
<b>Department/Division:</b> Corporate Services/Financial Services	<b>Reports to (Directly):</b> Treasurer
<b>Direct Reports:</b> Accounting Clerk – Accounts Payable Accounting Clerk – Cashier Financial Analyst Financial Services Student	<b>Indirect Reports:</b> None
<b>Pay Band:</b> 9	<b>Hours Per Week:</b> 35
<b>Creation Date:</b>	<b>Revision Date (s):</b> November 2023; September 2022; November 2021; August 2021; April 2019

**Position Summary:**

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

The position also fulfills the statutory responsibilities of the Treasurer under the Municipal Act in the absence of the Treasurer at the discretion of the Chief Administrative Officer (“CAO”).

The Deputy Treasurer’s key priorities, in alignment with the Township’s values and strategic plan, include 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 will advise the Treasurer in establishing strategic objectives and delivering 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, and compliant, and ensures that the needs of the Township's community members, Staff, departments, and Council are met; leads by supporting and encouraging others to gain 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. Performs and executes the statutory duties of the Treasurer under the Municipal Act in the absence of the Treasurer in consultation with the CAO, or their designate.
3. Provides advice, orientation, training and technical/functional guidance to the Financial Services Division and Township Leadership Team as required; provides advice to Council as required.
4. Responsible for Financial Services Staff matters for direct subordinates concerning recruitment, position transfer, orientation, training and development, performance management, compensation, promotion, and corrective action/disciplinary matters in collaboration with the Treasurer, CAO and/or Human Resources, as appropriate; ensures that corporate values are being always upheld; completes performance management process for direct reports; takes corrective action as required.
5. Responsible for the coordination of all payroll functions and processing in collaboration with the Township's external payroll provider and Human Resources; ensures payroll records are maintained accordingly and legislated reporting requirements are met.
6. Responsible for monthly remittances and annual reconciliation of Workplace Safety and Insurance Board (WSIB), Employer Health Tax (EHT), Ontario Municipal Employees' Retirement System (OMERS), and Harmonized Sales Tax (HST).

7. Prepares, reviews, and approves journal entries, and acts as a resource for subordinates to resolve problems related to processing errors, subsidiary ledger reconciliations and new procedures.
8. Responsible for reviewing and approving weekly accounts receivable and payable processing and the reconciliation and monitoring of Township bank accounts.
9. Reviews, interprets, and implements legislation relating to Assessment, Property Taxes, Payroll, Employment Standards, Revenue Canada, PSAB, etc.
10. Prepares statistical reports including a portion of the annual Financial Information Return (FIR) and other audit documentation.
11. Involved with the annual audit including the preparation of year-end adjusting journal entries, reconciliation of general ledger accounts and year-end working papers.
12. Participates in budget discussions with the Treasurer and the Leadership Team; gathers, compiles, and ensures accuracy of budget figures entered for all departments; assists the Treasurer with preparing and delivering the long-term financial plan and annual operating and capital budget to Council; assists in the preparation of the operating, capital annual, multi-year budget, and forecasting documentation.
13. 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 troubleshooting.
14. 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 matters.
15. 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.
16. Responsible for collection activities for tax, water, and sewer, per Municipal Collection Policy and appropriate legislation (including the administration of the Tax Sales process).
17. Processes requests and makes recommendations for tax write-offs and rebates under the Municipal Act and Assessment Act.
18. Authorizes tax, water, and sewer adjustments according to Municipal Policy, and prepares journal entries for approval.
19. Makes recommendations regarding changes in procedures; ensures that

operational changes are reflected in staff training, documentation, and standard operating procedures.

20. Works collaboratively with the Financial Analyst to administer day-to-day functions of the Township's Asset Management program including, but not limited to, tangible capital asset accounting, amortization schedule, full accrual accounting and inventories.
21. Acts as Ontario Municipal Employees' Retirement System (OMERS) Senior Management Official (SMO); responsible for OMERS administration for staff and ensuring financial reporting requirements are met.
22. Oversees Workplace Safety and Insurance Board (WSIB) financial management, remittances, and financial reporting requirements.
23. Provides advice/support to Human Resources concerning group benefit program financial considerations and provides feedback with regards to the financial impact of program changes/updates as required.
24. Executes documentation/affidavits as a Commissioner of Oaths.
25. Participates in and contributes to the leadership of the organization, ensuring excellence in service delivery, including attending, and contributing in meaningful ways to Leadership Team meetings.
26. Provides input to the Treasurer for the division budget for recommendation to Council; exercises expenditure management in area(s) of responsibility.
27. Supports the complex and challenging change efforts necessitated by the evolution of technology, customer service models, privacy requirements and legislative requirements.
28. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology, organizational theory and practices relating to the functions of the Township so that professional competence is maintained.
29. 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.
30. Maintains a high degree of confidentiality and security of information. Where information is developed before Staff/Public release, ensures the confidentiality of information produced for Council and other sensitive information consumers.
31. Ensures compliance with 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.
32. 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**

- ❑ Completion of post-secondary education in Accounting, Business Administration, Commerce, Finance, or another relevant discipline.
- ❑ Designation in good standing with a Professional Accounting Association is considered an asset.
- ❑ Completion of the Ontario Municipal Tax and Revenue Association (OMTRA) Municipal Tax Administration (MTAP) Program or willingness to complete.
- ❑ Completion of the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Accounting and Finance Program or willingness to complete.
- ❑ Completion of formal leadership and coaching/mentoring training or willingness to complete.
- ❑ 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 of experience in a municipal or public sector environment, but public sector experience is not a requirement.
- ❑ Minimum of 3 years of success and progressively more responsible supervisory/management experience, preferably in a municipal or public sector environment.
- ❑ Experience preparing, analyzing, and administering capital and operating

budgets.

- ❑ Microsoft Dynamics GP (Great Plains), ADP Workforce Now, PSD Citywide Asset Management, and/or similar programs/software experience is considered an asset.
- ❑ Experience with and knowledge of public sector asset management programming including tangible capital asset accounting, amortization schedules, full accrual accounting and inventories, preferably in a municipal environment.

### **Knowledge**

- ❑ 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.
- ❑ Sound knowledge of applicable federal, provincial, and municipal legislation, as well as employee relations principles and practices, local government functions and responsibilities.
- ❑ Knowledge of the Occupational Health and Safety Act.

### **Skills and Competencies**

- ❑ Innovative, inclusive, and transparent leader; motivates, develops, empowers, and engages others.
- ❑ Superior computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment. Literacy with Microsoft Dynamics GP (Great Plains), ADP Workforce Now, PSD Citywide Asset Management, or similar programs/software.
- ❑ Excellent and concise proofreading and report writing skills with a prominent level of accuracy and attention to detail.
- ❑ Must possess and exercise exemplary oral communication and presentation skills; advanced research and analytical skills, with the ability to problem solve.
- ❑ Superior acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ The drive, resourcefulness, planning, and organization required to deliver



under pressure of conflicting priorities.

- ❑ Ability to embrace and manage technological change and support others in this transition.
- ❑ Well organized, flexible, and able to deal with multiple priorities; organizes own time effectively, prioritizes appropriately, prepares in advance, and sets realistic timeframes; ensures all activities and resources are utilized efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload considering competing interests, and adapts readily to rapidly changing demands, circumstances, and 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.
- ❑ 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.
- ❑ Delegates effectively and ensures individual and team accountability; uses proper judgment, 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 stakeholders; establishes and maintains effective working relationships with the Public, Staff, and the Leadership Team.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.
- ❑ Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

**Effort, Physical Demands and Working Conditions:**

- ❑ Normal workweek – 35 hours, with evening meetings and some overtime required, including attendance in the event of emergencies, 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. The position may involve difficult conversations with the public.
- Problem-solving/decision-making efforts and responsibilities include an extensive and multi-faceted degree of analysis. Decisions are to be made within the corporate mandate by adapting methods, guidelines, or procedures. Position requires confidentiality in many aspects of the work.