



**Township of Southwold**  
**POSITION DESCRIPTION**

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**1. Position Title:**

Deputy Treasurer

**2. Reporting Relationship:**

Reporting to Director of Corporate Services/Treasurer

**3. Positions Supervised:**

None

**4. Scope of Position:**

Under general direction, the Deputy Treasurer processes accounts receivable, accounts payable and tax collections for the Township; provides a variety of financial, administrative and clerical support to the Township's administration and Members of Council.

The Deputy Treasurer must comply with established policies and procedures.

**5. Responsibilities:**

**5.1 Cashier/Reception**

5.1.1 Reconciles cash register and prepares deposit for delivery to bank. Posts transactions using the appropriate computer accounting software.

5.1.2 Maintains Assessment Roll for periodic changes to ownership, mailing addresses, assessment values and other related information. Liaisons with taxpayers, Lawyers and the Regional Assessment Office concerning these changes.

5.1.3 Receives public inquiries associated with the Tax Department, Accounts Payable/Receivable, and other general

inquiries/complaints and ensures they are processed in a timely manner. Redirects inquiries to the appropriate Township official when necessary.

- 5.1.4 Prepares HST returns and requests refunds of other similar government taxes as required.
- 5.1.5 Issues tax certificates as requested by external parties.
- 5.1.6 Performs monthly reconciliation of general ledger account balances and processes adjustments as required.
- 5.1.7 Maintain account details information for Municipal Drain accounts and processes transactions and adjustments.
- 5.1.8 Performs related year-end functions for general ledger under the direction of the Director of Corporate Services/Treasurer.
- 5.1.9 Assists with year-end and audit including working with the Director of Corporate Services/Treasurer and Auditor(s) as required.
- 5.1.10 Provides administrative and clerical support to the CAO/Clerk, members of Council and Committees and various other municipal departments as required.

## **5.2 Property Taxation**

- 5.2.1 Maintains all aspects and records for Municipal Property Tax system.
- 5.2.2 Prepares, processes, and mailing of tax bills. Maintains and prepares amounts to be added to taxes including Local Improvements.
- 5.2.3 Assists with arrangements for payment plans for ratepayers in arrears and monitoring of same.
- 5.2.4 Prepares and mails out monthly arrears notices.
- 5.2.5 Assists with the preparation and distribution of all necessary

documentation associated with tax sales as legislated by the Municipal Act on behalf of the Director of Corporate Services/Treasurer.

- 5.2.6 Ensures penalty and interest is added to accounts in arrears at the beginning of each month after month end rollover.
- 5.2.7 Processes all assessment changes and maintains appropriate records ie. Supplementals, Write-offs, Omits, etc.

### **5.3 Accounts Payable/Receivable**

- 5.3.1 Receives and processes supplier invoices for payment using the appropriate computer accounting software package; distributes to client, vendor and/or suppliers. Prepares and mails invoices for other services such as, development fees, etc. when required by other departments and staff.
- 5.3.2 Prepares cheques and EFT files for distribution to vendors/suppliers.
- 5.3.3 Maintains up to date records on vendors/suppliers.
- 5.3.4 Handle inquiries related to accounts payable and accounts receivable.
- 5.3.5 Balance accounts on a monthly basis and perform all year end computer related issues for accounts payable/receivable.
- 5.4.6 Ensure penalties and interest is added on arrears at the first of each month.
- 5.4.7 Reconciles accounts with subledgers and maintains detailed project and activity based financial records for a variety of projects as directed.
- 5.4.8 Maintains Capital Asset database, add/remove/adjust asset information based on financial transactions, record asset data, run reports and provide information to staff and departments as required.

## **5.4 Other**

5.4.1 Act as a Commissioner of Oaths.

5.4.2 Provides backup for other office staff as needed.

5.4.3 Issues Charitable Donation Receipts, as authorized by the Treasurer.

5.4.4 May act as Secretary-Treasurer for the Green Lane Community Trust.

5.4.5 Assists the Returning Officer with the conduct and coordination of Municipal and School Board Elections in accordance with the Elections Act as required.

5.4.6 Performs other duties as assigned.

## **6. Authority of Position**

Authority limited to direction given and to operating within accepted office and management policies and procedures.

## **7. Working Relationships:**

Contacts within the work unit are primarily with the Director of Corporate Services/Treasurer, CAO, Administration Staff and extend to the balance of the municipal departments.

### **7.1 With the CAO**

Receives direction and guidance.

### **7.2 With Other Staff Members**

Usual cooperation and courtesy.

### **7.3 With Public**

Interaction with the public is required to respond to general queries/requests/concerns relating to the Tax, Accounts Receivable/Payable and Administration Departments. The responses are generally determined and known based on corporate policy and procedures.

Interaction inside the work unit, outside the work unit and with the general public may require diplomacy, the ability to calm upset individuals and professionalism.

Interaction inside the work unit, outside the work unit and with the general public includes verbal and written response. Information and responses to enquiries are provided in a courteous manner.

Provides general information to ratepayers on the financial and administrative services of the Township.

### **7.4 Others**

Maintains good working relationships and contact with related organizations such as MPAC, County of Elgin, neighbouring municipalities, etc. in areas of responsibility (Accounting/Property Tax).

## **8. Knowledge and Skill**

- 8.1 Post-Secondary Degree or Diploma from a program with emphasis on accounting, business, computer systems, office administration, or similar
- 8.2 AMCTO Municipal Administration Program (MAP)
- 8.3 Experience in office procedures, preferably with exposure to municipal government.
- 8.4 Advanced computer skills including Microsoft Office and Accounting software. Experience with Keystone Financial, Laserfiche Records Management and CityWide Asset Manager considered an asset.

- 8.5 Excellent interpersonal, customer service and written/verbal communications skills are required.
- 8.6 CPA/CMA Designation and/or enrollment in a program to obtain the designation preferred

**9. Working Conditions:**

- 9.1 Works in a busy, open area, public office. Work is subject to frequent interruptions. Work is multi-tasked.
- 9.2 Usual hours of work are 35 hours per week plus some overtime.
- 9.3 Risk of personal injury while performing duties is minimal. Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data entry using a computer keyboard. Additionally, the position requires near, far, and color vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

**10. Impact of Error**

- 10.1 Typographical errors if unnoticed could change the meaning of a document, letter, etc. which could cause possible problems for the Township.
- 10.2 Mechanical and clerical errors could be traced and corrected after delay and duplication of effort.
- 10.3 Incorrect information to the public would result in confusion and unfavourable public relations.