

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

JOB DESCRIPTION MANUAL

POSITION: DEPUTY TREASURER	PAGE: 1 OF 7
REPORTS TO: DIRECTOR OF FINANCE (TREASURER)	DATE: APRIL 2025
DEPARTMENT HEAD: DIRECTOR OF FINANCE (TREASURER)	DEPARTMENT: FINANCE
THIS JOB DESCRIPTION IS: REVISED AS AT APRIL 2025	LAST UPDATE: SEPTEMBER 2018 REVISED: APRIL 2025 RESCINDED:

JOB SUMMARY:

Reporting to the Director of Finance (Treasurer), the Deputy Treasurer assists with the overall operation of the Finance Department including payroll, accounts payable, accounts receivable, property taxation and general accounting functions. The Deputy Treasurer assists the Treasurer in providing oversight within the Finance Department to ensure internal controls are operating effectively, public sector accounting standards (PSAB) are being met, and all statutory and regulatory requirement are being met. Under the supervision of the Treasurer, the position maintains the Township's payroll system including remittances, administers the Township's group benefits, OMERS pension and related functions on a monthly and year-end basis for all departments.

DUTIES AND RESPONSIBILITIES:

Deputy Treasurer

50%

- Oversees or prepares the bank deposit and takes deposits to bank as needed.
- Assists the Treasurer with preparation of the annual budget.
- Oversees the accounts payable function for all Departments. Supervises inputting of invoices by the Accounting & Tax Clerk, ensuring that appropriate approvals have been obtained and general ledger coding is correct. Signs off on any journal entries prepared by the Accounting & Tax Clerk for corrections.
- Researches and assists in the application for grants.
- Reviews and signs off on corporate accounts for cell phones, utilities etc.
- Reviews cheque register. Signs cheques as second signatory with Treasurer (CAO/Clerk alternates in absence of Treasurer or Deputy Treasurer only). Serves as back up for Accounts Payable function.

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- Maintains the general ledger as required and prepares and processes journal entries for review and sign off by Department Head and/or Treasurer.
- Assists with interim and year-end audit, as required.
- Invoices tile drainage loans and ensures payments are received annually and at time of sale.
- Processes Development Account requests from CAO/Clerk and Treasurer on an as needed basis including journal entries and general ledger maintenance. Provides monthly list to Treasurer for cash management purposes. Annually reviews outstanding and/or inactive Development Accounts to provide list to Treasurer for top up deposits, collection methods through the Treasurer or write offs on uncollectible amounts.
- Prepares monthly reconciliations for bank accounts and investments. Identifies any items for review with the Treasurer.
- Prepares the HST remittance on a quarterly basis ensuring it is reasonable and accurate.
- Other finance related duties as assigned by the Treasurer.

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50%

Payroll & Benefits Administration:

- Performs the duties of Payroll Officer and ensures that payroll for staff (bi-weekly), Council (monthly) and Volunteer Firefighters (monthly) are completed in a timely and efficient manner; ensures that established policies for deductions and benefits are being correctly applied. As part of the regular bi-weekly payroll process, calculates and processes journal entries for mechanic services and machine credits.
- Responsible for processing all payroll related enrollments, terminations and retirements. Calculates all payroll related remittances and prepares invoicing for accounts payable (Receiver General, EHT, WSIB, Group Insurance, RRSP's, etc). Completes, maintains and monitors all payroll related claims and forms (WSIB, OMERS, group insurance, EHT, ROE's, T-4's etc).
- Maintains vacation entitlement for full-time employees in accordance with existing By-laws and policies and provides reports to Department Heads. Maintains record of vacation and sick days from information provided to by employees to CAO and/or Department Manager as part of timesheets.
- Assists Treasurer and CAO with annual budgeting for Township payroll and related benefits based on Township Pay Grid & Hourly rates and staffing model.
- Maintains files for various grant applications and reports for payroll related programs.
- Other Human Resource related duties as may be assigned by CAO and/or Treasurer.

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Other Duties

- Answers incoming calls, takes payments or provides public information at the front counter as a backup person to the Receptionist/Office Clerk and Accounting & Tax Clerk.
- Arranges for office related services such as the maintenance of the photocopier, printers, postage machine, and folder/inserter. Oversees service contracts and signs off on monthly billing.
- Issues Invoices as required for corporate related purchases.

SUPERVISION:

- This position works in an office environment with direct supervision by the Director of Finance (Treasurer) as Department Head.
- The Deputy Treasurer works as part of the Finance Department team including the Director of Finance (Treasurer) and Accounting & Tax Clerk. Position has indirect supervisory responsibility for the Accounting & Tax Clerk as well as casual employees and/or co-op students working in the Finance Department on an occasional basis.

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CONTACTS:

Internal:

- Daily contact with CAO/Clerk, Deputy Clerk, Director of Finance (Treasurer), Accounting & Tax Clerk and Receptionist/Office Clerk. Regular contact with all Department Managers as well as support staff in the office.
- Regular contact with other co-workers for the purpose of obtaining and sharing information, particularly in relation to payroll and group benefits.

External:

- Daily with members of the public contacting the Township in person or by phone or by email to make payments or obtain information.
- Occasional contact with auditors, Township consultants, other external agencies, municipalities, or upper levels of government to carry out assigned tasks and to obtain/share information.

JOB QUALIFICATIONS:

- Post-secondary education in Accounting, Human Resources and/or Business Administration, or related program or equivalent.
- Related experience in a municipal finance, accounting, payroll, or related capacity in an office environment or equivalent.
- Strong understanding of accounting systems, Excel and other software programs.
- Working Knowledge of the Municipal Act, Employment Standards Act and other relevant Federal or Provincial legislation or regulations affecting municipal finance and payroll is an asset.
- Municipal Finance & Accounting courses an asset.

KEY COMPETENCIES:

- Exceptional interpersonal skills with demonstrated strong customer service skills. Ability to deal courteously with the public and co-workers at all times and to relay/receive information in an understandable and helpful manner.
- Excellent understanding of office-related equipment, computer programs or procedures

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to improve efficiencies.

- Ability to follow written and verbal directions and procedures. Ability to identify and complete related tasks, seeking direction only when required.
- Good understanding of municipal and human resource responsibilities in order to provide information and/or redirect inquiries to the appropriate person/agency.
- Ability to focus in an office environment with frequent interruptions and prioritize work so that duties are completed in a timely manner within deadlines.

WORKING CONDITIONS:

- General office environment, working co-operatively with managers, supervisors, and co-workers in all departments as well as the general public.
- Some physical activity including standing for brief periods of time at the counter, bending/ lifting associated with filing and data entry.
- Position requires visual and mental concentration due to regular interruptions by customers, phone calls and co-workers.

Job Description to be reviewed on annual basis by Employee, Supervisor and CAO

Comments: _____

Employee _____

Supervisor _____

CAO _____

Date Reviewed _____