

**THE CORPORATION  
OF  
THE TOWNSHIP OF SOUTH ALGONQUIN**

**BY-LAW NO. 14-466**

**Being a By-law To Provide for the Appointment of a Deputy Treasurer**

**WHEREAS** Council deems it necessary to enact a by-law to provide for a Deputy Treasurer, who in the absence of the Treasurer would carry out the duties of the Treasurer;

**AND WHEREAS** subsection 286(2) of the Municipal Act, S. O. 2001, c. 25 as amended provides for by-laws to appoint a Deputy Treasurer to have all the powers and duties of Treasurer under that or any other act;

NOW THEREFORE the Council for the Corporation of the Township of South Algonquin enacts as follows:

1. Roseanne Hudder is hereby appointed as Deputy Treasurer of the Corporation effective August 25, 2014.
2. That the salary attached to said office shall be as determined from time to time by resolution of the Municipal Council.
3. In addition to the duties required to be performed under any statute, Rose Anne Hudder shall perform such duties as may, from time to time, be assigned to the CAO/Clerk Treasurer or to the Collector by by-law of Council.
4. This by-law shall come into force and take effect upon final passing thereof.
5. Duties and responsibilities of this position shall be contained in the job description attached as "*Schedule 1*" and forming part of this by-law.

**READ A FIRST AND SECOND TIME this 21<sup>st</sup> day of August 2014.**

\_\_\_\_\_  
Jane Dumas, Mayor

\_\_\_\_\_  
Suzanne Klatt CAO/Clerk-Treasurer

**READ A THIRD TIME AND PASSED AND ENACTED this 21<sup>st</sup>, day of August 2014.**

\_\_\_\_\_  
Jane Dumas, Mayor

\_\_\_\_\_  
Suzanne Klatt, CAO/Clerk Treasurer

# “Schedule 1”

## TOWNSHIP OF SOUTH ALGONQUIN JOB DESCRIPTION

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**JOB TITLE:** Deputy Treasurer

**JOB CODE:**

**REPORTS DIRECTLY TO:** CAO/Clerk-Treasurer

**DEPARTMENT:** Administration

**DATE PREPARED:** July 2014

**DATE REVISED:** August 2014

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### **POSITION SUMMARY:**

The Deputy Treasurer is a member of the Administrative Department of the Township and is responsible for the financial components of municipal administration as more specifically described below.

The Deputy Treasurer is a statutory position and as such has duties contained in the Municipal Act as they relate to the positions of Treasurer and Tax Collector.

The Deputy Treasurer supports other positions in the Township through the provision of advice in financial matters.

As with all positions of the Township, the Deputy Treasurer is responsible for following all guidelines for employees as legislated under the Occupational Health and Safety Act and will protect their own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety.

### **DUTIES AND KEY RESPONSIBILITIES:**

The Deputy Treasurer is responsible for the preparation, maintenance and monitoring of all financial records of the Corporation under the direction and guidance of the CAO/Clerk-Treasurer. The duties will be performed within the legislative and regulatory standards set out in pertinent Provincial and Municipal legislation, and consistent with applicable municipal by-laws and policies.

#### **Financial – under the direction and guidance of the CAO/Clerk-Treasurer**

- Develops and manages effective financial and cash management systems;
- Maintains a current municipal general ledger, accounts payable and Municipal Dataworks System;
- Maintains accounting records for all reserves, reserve funds, and trust funds;
- Coordinates the preparation and compilation of the annual budget;
- Prepares financial reports for Council, Department Heads and Committees as required;
- Ensures adherence to controls through the monitoring of the purchasing policy;
- Ensures debentures and loan records are maintained and payments made;
- Ensures the collection of all monies due to the municipality;
- Prepares documentation to forward outstanding accounts for collection;
- Develops and recommends long-term financial plans and provides timely, regular and accurate financial reports in this regard;
- Prepares research reports and policies on financial matters;
- Assists and monitors the submissions and maintains the reporting of all financial components/and or implications of grants, tenders, requests for proposals, etc.;
- Maintains and reconciles HST rebate applications and/or remittances;
- Attends meetings of Council and Committees as required;

#### **Taxation**

- Establishes rates and ensures compliance of property taxation billing to Provincial legislation and applicable municipal policies and by-laws;
- Maintains the property taxation and billing process and reconciliation to the general ledger;
- Reviews applications for taxation reductions, supplementary property taxation billings and vacancy rebates;

- Ensures the application and reconciliation of payments-in-lieu of taxes from Federal and Provincial source;
- Works with the CAO/Clerk-Treasurer to identify and monitor tax accounts eligible for registration under the Municipal Tax Sales Procedures;
- Reviews and recommend updates to municipal taxation policies and procedures as required.

#### Asset Management

- Update and upkeep financial records of all changes to municipal assets as it pertains to new acquisitions, betterments, disposals, etc.;
- Ensure information held in Municipal Data Works is accurate;
- Review best practices and make recommendations for changes in maintenance of assets as required.

#### Accounts Payable

- Maintains the accounts payable procedures and controls for the municipality;
- Ensures the timely payment of all accounts payable;
- Periodically reviews Accounts Payable accounts to ensure the municipality is benefiting from discounts, low interest and bulk purchasing;
- Reviews contracts and agreements yearly (ie bell, monitoring) and makes recommendations to council for changes or modifications.

#### **QUALIFICATION:**

- College/University education in business administration, finance or accounting discipline, as well as Association of Municipal Clerks and Treasurers/Certified Municipal Officer's Designation or an equivalent combination of education and practical experience;
- Minimum 5 years experience in municipal government operations, particularly in finance preferred;
- Thorough knowledge of municipal administration, finance and accounting. Extensive knowledge of local government operations including public works, waste management, recreation and emergency services;
- Advanced level computer skills (i.e. word processing, spreadsheets, presentation software).
- Completion of the Municipal Accounting and Municipal Tax Administration courses would be an asset;
- Thorough knowledge of municipal accounting, financial controls and Provincial legislation as it pertains to municipal finance, property taxation and general government;
- Excellent planning and organizational and time management skills to handle heavy workload and to meet rigid deadlines;
- Excellent oral and written communication skills;
- Excellent interpersonal skills are required to interact with Council, Committee Members, staff, members of the general public, and senior government officials;
- Possess a high level of initiative and independent judgement;

#### **WORKING CONDITIONS**

- High public profile.
- Work subject to interruptions.
- Good manual dexterity to operate computer and other office equipment, as required.
- Ability to work for long periods of time at a computer terminal.
- Work schedule is subject to shifting priorities of Council, changing Councils and deadlines imposed by legislation or municipal policy, and which may require work beyond the regular work schedule to meet deadlines.
- Ability to attend all Council and committee meetings which may be convened outside of normal working hours or meetings and training which on occasion may require out of town travel.

#### **WORKING RELATIONSHIPS**

##### Internal

##### With CAO/Clerk-Treasurer

- Follows instructions and directions from CAO/Clerk-Treasurer on work to be completed, methods and schedules of completion;
- Receives guidance and direction.

##### With other Staff

- Provides leadership, guidance and direction to other staff members regarding financial matters;
- Displays co-operation and team work with other members of staff and department heads.

##### External

- Maintains and builds co-operative, congenial, and courteous relationships with all external contacts.