



## THE TOWNSHIP OF MCKELLAR

requires a

### TREASURER/TAX COLLECTOR/DEPUTY CLERK

Reporting to the Clerk Administrator, the successful candidate will be responsible for all statutory duties of the office of the Treasurer. Duties include:

- administration of municipal accounting activities which includes cash receipts, accounts receivable, accounts payable, fixed assets, payroll, annual budget preparation and financial reporting, tax billing and collection, preparation of tenders, preparation of funding applications and provision of financial advice to Council.
- As Deputy Clerk, assist the Clerk Administrator in his/her duties including acting as Assistant Election Returning Officer, Lottery Licencing Officer; oversee the administration of the Township's cemeteries; and act as Office Manager for the municipal administrative office.

#### IDEAL QUALIFICATIONS:

- a post secondary degree/diploma in Accounting/Business or professional designation (CA, CGA, CMA) or enrolment in and near completion of an accounting program or a related mix of education and experience.
- advanced computer skills including thorough knowledge of accounting software, spreadsheet and database management (USTI municipal software experience an asset).
- 5-7 years municipal experience, AMCTO/CMO designation or Municipal Tax Administration Course and/or Municipal Finance courses an asset.

Salary will be commensurate with qualifications and experience. Qualified applicants are invited to submit a confidential resume **by 1:00 p.m. September 22, 2017** to:

Shawn Boggs, AMCT  
Clerk Administrator  
Township of McKellar  
701 Hwy #124, P.O. Box 69  
McKellar, Ontario  
P0G 1C0  
[clerk@township.mckellar.on.ca](mailto:clerk@township.mckellar.on.ca)

## **TOWNSHIP OF MCKELLAR**

### **POSITION TITLE: TREASURER/TAX COLLECTOR/DEPUTY CLERK**

**REPORTING RELATIONSHIP:** Clerk Administrator

### **PURPOSE OF POSITION:**

1. To provide effective and efficient administration within the Treasury and Deputy Clerk's Departments ensuring accurate recording, preparation and distribution of material.
2. To perform general accounting duties related to payroll and to the issuance and collection of taxes.
3. To co-ordinate the development and implementation of short and long range operating plans, goals, objectives and strategies for Finance of the Township for approval by Council.

### **RESPONSIBILITIES**

#### **1. Functional**

- Assists the Clerk Administrator in the election process every four years as Assistant Returning and/or Assistant Revising Officer.
- Performs the Clerk Administrator's duties in his/her absence.
- Maintains the Township's tax collection function, minimizing tax arrears and errors, ensuring collection of interest and penalties, and applying tax sale procedures.
- Prepares supplementary assessment listings and generates billings for additional taxes.
- Records decisions from the Assessment Review Court.
- Generates Tax Certificates.
- Maintains accounts receivable procedures.
- Prepares on a regular basis bank deposits of all receivables to enable immediate investment.
- Calculates and maintains payroll procedures and related records for all municipal staff and Council members.
- Prepares payroll accurately and according to established schedule. Maintains accurate records of payroll deductions for income tax, pension programs etc.
- Maintains accurate financial and statistical records for Ministerial programs (e.g. Capital grant applications)
- Directs the development and implementation of long and short term goals and objectives for the Treasury Department ensuring that all requirements as defined in the Municipal Act are met.
- Ensures the tax collection function is carried out and that the Corporation receives all realty tax owing.
- Co-ordinates the development and implementation of short and long range operating plans, goals, objectives and strategies for Finance of the Township for approval by Council.

- Directs the preparation and compilation of annual budget estimates of operating and capital revenues and expenditures.
- Ensures accurate recording of monies (received and disbursed), of assets and liabilities and all other accounting and financial transactions of the Corporation in accordance with accounting principles generally accepted for Ontario municipalities.
- Maintains asset management program of the Township.
- Protects the Corporation's credit standings through correct accounting controls, investments and debt management procedures and provides financial input to the Ontario Municipal Board applications.
- Works with the auditor to ensure that all necessary information and documents are available in order that year end audits for the Corporation can be completed.
- Prepares financial and budget performance reports for the information of Council and Committees as a means of ensuring that approved budgets are followed.
- Supervises the receipt and disbursement of all municipal funds; co-ordinates the accounts payable process; prepares vouchers for Council's approval on a monthly basis; prepares cheques; records and reconciles Township's bank accounts monthly.
- Prepares payroll estimates for Workmen's Compensation Board and processes claims.
- Supervises the preparation and issuance of tax bills, and the tax collection procedures; co-ordinates tax billing twice a year; supervises the receipt of tax payments, balancing of tax rolls, preparation of supplementary tax bills and the preparation of tax registration documentation.
- Administers WSIB claims and reconciles payments to ledger.
- Supervises the payroll function, benefits administration and year end reporting to governments.
- Prepares by-laws related to treasury functions and assists with policy development through reports to Council and assistance to other department heads.
- Investigates potential grant and funding programs for municipal projects and determines best method of financing special projects.
- Manages the Township bonding and insurance programs.
- Completes MPMP report for submission to Ministry.
- Modifies FIR schedules and completes performance measures (MPMP) schedules.
- Liaises with municipal auditor in preparation of audit reports and financial statements and develops and maintains audit schedules.
- Oversees the preparation of tenders, quotations and requests for proposals, negotiates prices and contracts with suppliers and authorizes purchasing requisitions for materials and supplies.
- Prepares and administers procurement policies and procedures and makes recommendations for improvement.
- Provides advice and assistance to department heads regarding current year budget changes and handling unanticipated costs.

- Oversees all banking and cash flow management including short term investments, borrowing and liaison with bank officials.
- Provides financial advice to Council and accounting services for the Township.
- Prepares and distributes Council/committee/board and Fire Department remuneration.
- Verifies and processes Lottery Licence applications to the province, as Lottery Licencing Officer.
- Prepares and submits various year end reports required by provincial agencies and boards to meet funding eligibility requirements for libraries, waste management and federal gas tax.
- Responds to requirements for municipal reporting such as the public sector accounting board standards dealing with reporting of tangible capital assets, and acquires the knowledge and training to implement changes.
- Co-ordinates the banking arrangements for the Corporation. This includes maintaining the bank accounts, approving transfers, monitoring and making investment decisions for reserve funds, arranging short term, long term debenture funding.
- Attends Council meetings as required.
- Participates in programs, conferences, and courses which promote professional and technical development.
- Performs other duties as assigned by Clerk Administrator.

## **2. Financial Resources**

- Ensures the formulation and administration of the annual operating and capital budget for the Corporation; presents the annual estimates (to Council for approval) for proposed operating and capital budgets.
- Responsible for the timely coordination of issuing tax bills and arrears notices to maintain the Township's cash flow.

## **3. Human Resources**

- Generally works independently.

## **4. Material Resources**

- Proper maintenance and care of general office equipment and computers.

## **SKILL**

### **5. Knowledge**

- Municipal Administration training combined with a minimum of 3-5 years of responsible experience in the municipal administration field, A.M.C.T. or C.M.O. designation is preferred.
- Sound knowledge of corporate administration and business planning and management as normally acquired through a university degree or college program in a related discipline.

- Knowledge and understanding of all by-laws and related legislation and regulations as they may apply to the municipal corporation.
- Managerial and administrative skills to plan, direct, supervise and co-ordinate the functions of the Clerk's office.
- Analytical skills to initiate and execute programs, to identify and resolve problems and to formulate policies and procedures relevant to same.
- Good organization, management and communication skills with a high degree of tact.

**6. Interpersonal Skills/Contacts**

- Frequent internal and external contacts requiring tact, discussion and interpretation of information.

**EFFORT**

**7. Physical**

- Minimum level of physical effort required

**8. Mental**

- Work requires little choice of action, may require logical steps in applying existing policies, procedures and guidelines and attention to details.
- Access is available to by-laws, policies and procedures established by Council and to all applicable legislation and regulations for reference.
- Work is performed under the general direction of the Clerk Administrator.

**Judgment is displayed when s/he:**

- Prioritizes workload to ensure deadlines are met.

**WORKING CONDITIONS**

**9. Physical Environment**

- Works in an office environment.

**10. Psychological Environment**

- Work is subject to scheduled rigid deadlines.
- Work is subject to extreme accuracy with financial figures (taxes)
- Work is subject to frequent interruptions and occasional emotional situations.
- Work may require extra hours to meet deadlines and attend Council meetings.

I have received, read and will comply with this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date