

# CORPORATION DE LA MUNICIPALITE DE LA NATION

## JOB DESCRIPTION

**TITRE :** Deputy Treasurer

**SERVICE :** Finance Department

**SUPERVISOR :** Treasurer

### **SUMMARY OF FUNCTIONS**

Under the supervision of the Treasurer, the Deputy Treasurer assists in the management, direction, coordination, and helps to administer and supervise all operations of the Finance Department using the accounting and financial computer systems in accordance with provincial laws, generally accounting principles recognized and municipal by-laws.

### **1) DUTIES AND RESPONSIBILITIES**

#### **PROGRAM / SERVICE**

- Help monitor, direct and manage all operations relating to the financial management of the municipality (taxation, asset management, user fees, loan regulations, invoicing, payroll, subsidy programs, FIR etc.);
- Help to prepare, manage and control the expenses appearing in the operating budget of the municipality;
- Collaborate in the development and update the five-year plan and the financial plan of the municipality and develop scenarios and projections for the financing of acquisition and capital projects according to the sources of revenue, the sums incurred and the anticipated expenses or planned;
- Manages requests and complaints received in relation to municipal finances and municipal by-laws that fall under the Service;
- Assists in investigating and responding to verbal and written requests from members of Council, senior management, agencies, levels of government and the general public regarding finances and the interpretation of municipal bylaw provisions;

- Attend meetings in the absence of the Treasurer and, as required, Council meetings;
- Assist in the preparation and presentation of reports to the board and others Organizations;
- Assist with the leadership of the asset management plan with other municipal departments;
- Assist the treasurer in making sure that all municipal departments meet their obligations regarding the allocation of grant revenues, operating royalties and reserve funds;
- Collaborate with department heads and consultants for any activity, project, program and file relating to municipal finances;
- Compile and analyze statistics, publications, documents and information concerning the state of municipal finances;
- Help to draft municipal by-laws relating to loans, financing and obligations with regard to the management and financial operations of the municipality, including investments of municipal funds;
- Write a monthly report on the state of finances and submit recommendations to the treasurer on various subjects;
- Assist in the drafting and preparation of policies and procedures for financial management;
- Assists in verifying the municipality's insurance coverage is adequate;
- Prepare and revise calls for tenders relating to the Finance Department, recommend the awarding of contracts, prepare agreements for signature by the Mayor and the Director General - Clerk and supervise consultants;
- May be called upon to participate in the application of emergency measures in the absence of the treasurer;
- Perform any other related tasks assigned by the Treasurer

## **2) HUMAN RESOURCES**

- Supervisor for Tax Clerk and Customer Service Clerk
  - Help in the supervision of departmental staff ;
  - Assists in assigning tasks and responsibilities to department employees;
- Be a member or eligible to become a member of the Association of Accountants and Treasurers of Ontario;
- Ability to analyze financial issues, identify issues and problems and suggest solutions and recommendations to resolve them;
  - Able to communicate in French and English (orally and in writing);
  - Ability and ease in making presentations in public on sometimes delicate subjects or in a context of confrontation (taxpayers);
  - Demonstrate the ability to work sometimes under tight deadlines or deadlines;
  - Knowledge and competence in organization, planning, development and implementation of procedures, policies and regulations related to the financial sector;
  - Knowledge and skill in management and administration to plan, direct and supervise the activities of the Service.

## **3) FINANCIAL RESOURCES**

- Help prepare year-end financial statements, year-end file for auditors as well as the various annual reports required by the various ministries;
- Collect the budget of the various municipal services in order to compose the annual budget and update the five-year plan of the municipality;
- Develop and update the financial plan of the municipality;
- Verification of the consolidated budgets of all departments;
- Ensure that the purchasing policy is followed;
- Ensure that the municipality's revenues, grants and subsidies have been received within the prescribed deadlines and according to the agreed agreements;
- Check monthly financial reports, notify the Treasurer when there is a problem and submit recommendations and solutions.

## **4. MATERIAL RESOURCES**

- The material resources are: a computer, a printer, a telephone, a fax machine, a photocopier, a stamper, a projector and a folder-inserter;
- The employee is responsible for the material and equipment assigned to him by the municipality;
- The holder must ensure the confidentiality of all documents sent to him in accordance with the laws, regulations and policies in force.

## **SKILLS AND EFFORT**

## 5. KNOWLEDGE / EXPERIENCE

- Hold a university degree in accounting;
- Have a minimum of five to eight (5 to 8) years of experience in a similar position or in the field of public administration and the preparation of financial statements;
- Experience with the Asyst financial program as well as the City Wide software for property management.
- In-depth knowledge and understanding of the Municipal Act, other laws, regulations and accounting principles applicable to the Service and to the municipality;
- Training and experience in municipal finance, municipal administration and fund accounting;
- Be a member or eligible to become a member of the Association of Accountants and Treasurers of Ontario;
- Ability to analyze financial issues, identify issues and problems and suggest solutions and recommendations to resolve them;
- Able to communicate in French and English (orally and in writing);
- Ability and ease in making presentations in public on sometimes delicate subjects or in a context of confrontation (taxpayers);
- Demonstrate the ability to work sometimes under tight deadlines or deadlines;
- Knowledge and competence in organization, planning, development and implementation of procedures, policies and regulations related to the financial sector;
- Knowledge and skill in management and administration to plan, direct and supervise the activities of the Service.

## 6. PHYSICAL AND MENTAL STRENGTHS

- This position does not require any physical effort from the incumbent;
- Frequent periods of mental concentration of moderate duration;
- Dexterity to write reports, regulations, verify accounts.

## 7. JUDGEMENT

The work is carried out under the direction of the Treasurer in accordance with established guidelines, procedures and policies. Submit suggestions for policy changes when necessary for approval by the Treasurer.

The holder exercises his judgment:

- Overseeing the operations of the Service, ensuring that budgetary limits, standards and municipal policies are respected;
- Coordinating and reviewing operating and capital expenditure budgets with all department heads;
- By setting priorities to meet work deadlines;

- By coordinating the activities of the Finance Department with those of other municipal departments;
- By ensuring that reports are produced and submitted within the time limits prescribed by law and according to the deadlines specified by the regulations.

## 8. INTERPERSONAL SKILLS

The incumbent must demonstrate excellent interpersonal skills to interact with his supervisor, his co-workers, representatives of ministries, contractors, traders and the general public.

Communicate with :

INTERNAL:

- Regular contact with people across the organization at management and senior management levels;

EXTERNAL :

- Regular contact with people outside the highest levels of government or with senior officials of other organizations.

WORKING CONDITIONS :

## 10. ENVIRONMENT

The work is performed in an office.

Politics are pervasive in the work environment, causing stress and can affect performance and lead to mental fatigue.

## 11. CHECKING THE WORK HOURS

The incumbent may be called upon to work overtime to meet deadlines imposed by legislation or Board policies, and sometimes to attend Finance Committee meetings.

Note: This document has been written using the masculine gender only for the purpose of lightening the text. It is agreed that both genders, male and female, are an integral part of this document.