

Municipality of *Bluewater*

HIRING DEPUTY TREASURER

The Municipality of Bluewater is recruiting a Deputy Treasurer who shares our values of teamwork, respect and commitment. You will be joining a team of dedicated, professional and hard-working colleagues, willing to go the extra mile.

This key position reports to the Manager of Finance/Treasurer and will be a valued team member. The Deputy Treasurer is responsible for performing the statutory duties of the Treasurer as well as assisting the Manager of Finance/Treasurer with the supervision of the finance department, including payroll, accounts payable, accounts receivable, and property taxation. Together with the Treasurer, provides oversight to the municipality's accounting activities to ensure accounting procedures are in accordance with public sector accounting standards as well as statutory and regulatory requirements, and that internal controls are operating effectively. This position assists with the preparation of the budget, including calculation of the levy, and financial reports to Council. The Deputy Treasurer is responsible for journal entries, reconciliations, accounting, and preparation of the Financial Information Return.

A criminal record check, as well as proof of being fully vaccinated for COVID-19, must be provided by the date of employment.

The 2022 annual wage range for this position is \$80,330 to \$100,422.

In addition, the municipality has a generous benefits package which includes health, dental, life and OMERS defined benefit pension.

Interested persons please submit resumes to:

Municipality of Bluewater
Jodi Overholt, Executive Assistant
14 Mill Ave.
Zurich ON, N0M 2T0
P: 519-236-4351 ext. 229
E: joverholt@municipalityofbluewater.ca

Resumes will be accepted until 10:00 am on Tuesday, September 6th, 2022.

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Deputy Treasurer

DEPARTMENT: Finance

REPORTS TO: Manager of Finance

POSITIONS SUPERVISED: None

PAY STATUS: Hourly (40 hours per week)

Position Summary

The Deputy Treasurer is responsible for Assisting the Manager of Finance/Treasurer with the supervision of the finance department, including payroll, accounts payable, accounts receivable, and property taxation. Together with the Treasurer, provides oversight to the municipality's accounting activities to ensure accounting procedures are in accordance with public sector accounting standards as well as statutory and regulatory requirements, and that internal controls are operating effectively. This position assists the Treasurer with the preparation of the budget, including calculation of the levy, and financial reports to Council. The Deputy Treasurer is responsible for journal entries, reconciliations, Tangible Capital Asset accounts, and preparation of the Financial Information Return.

Major Responsibilities:

Budget

Assists Manager of Finance with the budget, including departmental budget review, and development of a 10-year capital forecast.

Supervises/reviews payroll budget calculations, verifies accuracy.

Financial Reporting

Prepares the Financial Information Return.

Prepares financial reports for Council, the Senior Leadership Team, and other departments as required, including variance analysis and statistical data reports.

Provides year-end analysis and the recording/reporting on tangible capital assets and the financial statement schedule for same.

Approves and accounts for all assets and liabilities, ensures accurate recording of revenue and expense accounts for the municipality in accordance with Public Sector Accounting Standards (PSAS).

Prepares journal entries, regularly reconciles general ledger accounts, and manages the year-end audit process including preparation of working papers for the auditors.

Prepare working papers and reports for special audits and other occasional grant audits as required.

Prepares the HST return on a quarterly basis, reviewing for reasonableness and accuracy.

Researches and assists in the application for grants.

Prepares financial reporting for grants for Treasurer review, ensuring compliance with agreements and guidelines.

Responsible for direct oversight and the quality and integrity of accounting and financial data.

Accounting Systems

Together with the Manager of Finance/Treasurer, oversee accounting systems, configuration, account structure, troubleshoot and approve security and financial settings in Great Plains, WorkTech, ActiveNet, and Questica.

Supervision of Staff

Supervises the day-to-day operations of the Finance Department, providing assistance to staff and troubleshooting issues as needed.

Supervise two (2) employees directly (Administrative Assistant – Finance and Customer Service Representative).

Participates in human resources functions, such as preparing job descriptions, recruitment, training, supervision, performance evaluations, discipline and attendance management in accordance with Town policies.

Oversees the processing of payroll, ensuring legislative compliance (including payroll withholdings, WSIB, group insurance, and other benefits) and confidentiality. Reviews and approves prior to issuance of payments to employees.

Through supervision of staff, oversees the use of sick leave, lieu time and vacation credits, maintenance of payroll and benefits records, and employee benefit program including short-term and long-term disability (LTD) programs, including interacting with WSIB and the municipality's insurer for LTD. Provides back up for payroll processing.

Supervises the Administrative Assistant-Finance in issuance of T4s, Records of Employment forms, and WSIB claims.

Reviews and approves the Accounts Payable batches prepared by the Administrative Assistant - Finance. Provides backup for the A/P process.

Authorizes the release of banking transactions for Accounts Payable and Payroll, wire transfers, and pre-authorized payments.

Review and approve monthly reconciliations prepared by staff.

Regulatory/Compliance/By-Laws/Policies

Develop and maintain policies, procedures, and departmental by-laws and ensure that effective controls are in place to protect the financial affairs of the municipality. Review and make recommendations for financial policies and procedures, including research.

Ensure internal controls are established and followed for compliance (e.g., HST, grant agreements, development charges, Municipal Act, PSAS). Provides recommendations for improvement to ensure regulatory compliance.

Research and implement best practices regarding all financial activities, including preparation of cash flow management and investment recommendations to Treasurer.

Ensure financial controls within the municipality are being adhered to by all departments and all financial transactions follow corporate policy and internal control procedures.

Provide trusted strategic recommendations and advice, such as establishment of reserves, new fees, budget

strategy and debenture timing.

Ensures the continual updating of the municipal Asset Management Plan, ensures that the municipal asset data base is updated as assets are acquired or disposed of and verifies that appropriate financial records are kept for audit verification purposes.

Required to have a good understanding of the Public Sector Accounting Standards, the Municipal Act, Harmonized Sales Tax, the Employment Standards Act, the Workers' Compensation Act, the Employment Insurance Act, and any other legislation and regulations, as adopted, in regard to municipal accounting, finance, payroll, assessment and taxation.

Assumes responsibilities of the Manager of Finance functions in the absence of the Manager of Finance or as assigned.

Maintain document retention for all finance related control documents.

Performs other duties as assigned.

More Details:

Complexity and judgement are required for decisions when working with financial forecasting, year-end reporting under PSAS, and the payroll budget for overtime and vacation pay.

Ingenuity and creativity are required to solve the following problems:

- Creating various spreadsheets for payroll and financial forecasting to generate reports.
- Trouble-shooting software and ensuring correct codes for payroll to track jobs.
- Checking errors in setup of employees, codes, and equipment in Work Tech and Great Plains.
- Trouble-shooting integration of various accounting software programs.

The job requires the incumbent to safeguard the confidentiality of payroll and employee information. The job requires oversight and approval for the Accounts Payable process.

The job requires knowledge of Tangible Capital Assets, Municipal Finance, and Public Sector Accounting Standards.

Qualifications:

Bachelor's Degree in accounting, finance or related field. Completion in good standing or working towards a designation as a Chartered Professional Accountant (CPA).

A minimum of three years' experience in an accounting or finance role.

Skilled in current software programs including Advanced Microsoft Office and Windows. Working knowledge of payroll and municipal accounting procedures and processes.

Thorough knowledge of generally accepted accounting principles and practices, financial information systems and reporting, budgetary process and forecasting.

Excellent oral and written communication, telephone etiquette, interpersonal and public relations skills.

Excellent organizational and time management skills including the ability to meet deadlines, to function well under pressure, and to work effectively as a member of a team.

High level of initiative, independent judgment, and ability to work as a key member of the Finance Department with minimum supervision in a confidential environment.

Must be bondable – clear criminal background check.

The following are considered assets:

Payroll Certification/Designation and/or experience processing electronic payroll.

Enrolment in or completion of the Municipal Tax Administrative Program (MTAP) through the Ontario Municipal Tax and Revenue Association and/or experience in municipal taxation.

Enrolment in or completion of the Municipal Accounting and Finance Program sponsored by the Association of Municipal Clerks and Treasurers of Ontario.

Experience with software programs including Great Plains, WorkTech, Active Net, Questica, or Caseware.

Experience working in a municipal environment, preferably in a supervisory role.

Working Conditions:

Work is performed in an open-concept, standard office setting.

Work is performed to meet regular deadlines and up to 90% of the workday is spent working at a personal computer.

Incumbent is required to deal with complaints from the public and irate people on an occasional basis.

Incumbent is frequently interrupted to deal with questions and concerns from employees within the Finance Department as well as other departments.

Approvals:

Incumbent

Date

Manager

Date