



Full-time Deputy-Treasurer

Township of Dawn-Euphemia

The Township of Dawn-Euphemia is a progressive rural community with a population of 2,100 located in the southeast portion of Lambton County, in the heart of southwestern Ontario. The Township is primarily agriculturally based, and is close to Petrolia, Sarnia and Chatham-Kent. The municipal office is located at 4591 Lambton Line in Rutherford.

The Township is seeking an experienced and highly motivated individual to replace our current retiring Deputy-Treasurer. This position will provide assistance and expertise to the Treasurer in completing the statutory duties under the Municipal Act and is responsible for the financial transactions and maintenance of accounts payable, general journal entries, as well as the processing of the payroll and benefit administration functions.

The preferred candidate will require:

- Post-secondary education with discipline in finance or accounting, or related combination of education and experience
- Minimum two (2) years' experience of related, relevant experience within a financial setting. Municipal experience is preferred and considered an asset
- Knowledge of Generally Accepted Accounting Principles and practices
- Understanding of Government reporting requirements
- Familiarity with year-end Financial Audit procedure
- Strong interpersonal, financial, time-management, organizational, analytical and communication skills both written and oral; high level of accuracy, superior attention to detail and the ability to multi-task
- Computer skill including Accounting/Financial software and Microsoft Office suite, with a strong aptitude with Excel

This position is full-time and includes a competitive benefits package. The salary range is \$49,387 – \$61,736 annually, based on a 35-hour work week. The Township also offers competitive benefits and participation in the OMERS pension plan. For a complete job description please visit our website at www.dawneuphemia.ca under "Alerts & Notifications". Qualified candidates are invited to submit a cover letter and detailed resume by **4:00 pm, Monday August 15, 2022** to the attention of:

**Terri Towstiuć, Deputy-Clerk, Township of Dawn-Euphemia,
4591 Lambton Line, R.R. #4, Dresden, ON N0P 1M0
Email: deputy.clerk@dawneuphemia.on.ca
Ph: 519-692-5148 Fax: 519-692-5511**

Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. The Township of Dawn-Euphemia is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA), upon advance notice of specific accommodation required.



The Township of Dawn-Euphemia

POSITION DESCRIPTION

1. Position Title:

Deputy Treasurer

2. Reporting Relationship:

Reporting to the Administrator-Clerk

3. Positions Supervised:

None

4. Scope of Position:

Under general direction, this position provides assistance to the Treasurer in the area of the statutory duties under the Municipal Act and any other applicable legislation. The position is primarily responsible for the financial transactions and maintenance of accounts payable, as well as the processing of the payroll and benefit administration functions for all staff, Council, Committees, and volunteers, implementing internal control procedures as required.

The position performs the statutory duties in the absence of the Treasurer. This position is also appointed as Deputy-Clerk and performs the statutory duties of Clerk as defined in The Municipal Act and other Acts of the Legislature, in the absence of the Clerk.

5. Responsibilities
Payroll

- 5.1 Collects, compiles, and processes the municipal payroll and related reporting, payments and monitoring.
- 5.2 Inputs hours of work for bi-weekly payroll for full-time, other-than-full-time and elected officials via direct deposit; verifies payroll information; maintains payroll database; calculates and inputs special pays (ie: advances, retroactive pay, payouts, etc.); allocates hours of work to job and equipment accounts for bi-weekly pay periods and posts journal entries to general ledger as required; issues records of employment, and other pension/benefit related forms; generates, updates and/or terminates employee payroll files and pension/benefits as required, and distributes pay statements to appropriate personnel.
- 5.3 Calculates and remits applicable payroll deductions for benefit carrier coverage; produces and balances T4s for all employees; prepares and balances payroll, reports for year-end and audit purposes.
- 5.4 Maintains employee personnel files including vacation, sick leave, days off and accumulated overtime register and reports non-compliance of applicable policies and procedures.

Benefits Administration

- 5.5 Processes new employees, terminations, transfers and promotions; completes applicable documentation for set up, changes, termination of benefit plan and pension plan.

- 5.6 Responsible for administering the employee group benefit plans, pension plans and RRSP plans; provides annual reports on pension plans, WSIB and EHT. Acts as liaison with staff and benefit(s) carrier when questions arise.

Accounts Payable

- 5.7 Receives and processes accounts payable supplier invoices for payment, processes cheques for distribution, and provides payable listing reports to Council.
- 5.8 Releases tax instalments on tax due dates; processes monthly penalty/interest to outstanding tax balances and distributes documentation associated with non-payment of tax accounts as directed by Treasurer.
- 5.9 Issues tax certificates and related financial documents, for external parties.
- 5.10 Balances monthly bank reconciliation; tracks outstanding accounts.
- 5.11 Initiates and processes pre-authorized payment plans (PAP) for recurring taxation payments.
- 5.12 Performs year-end procedures for tax system including necessary tax balance adjustments, system changeover and balance year-end to general ledger.
- 5.13 Prepares and submits semi-annual HST rebate application.
- 5.14 Tracks and allocates diesel fuel usage of equipment to fuel allocation summary and utility usage for Energy Management Plan.
- 5.15 Handles inquiries related to accounts payable.

Other

- 5.11 Provides support to the Treasurer in the preparation and coordination of the annual external audit.
- 5.12 Assists the Clerk with municipal elections and related statutory duties in accordance with governing legislation.
- 5.13 Provides backup for general reception duties on the telephone and at the front counter, as required.
- 5.14 Signing officer for the Township.
- 5.15 Undertakes other duties as assigned.

6. Health & Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices, measures and procedures, as required by the OHSA and Regulations, and the Township's Health and Safety Policies and Procedures.

- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Administrator-Clerk.

7. Authority of Position:

Authority limited to direction given by the Treasurer and/or Administrator-Clerk and to operating within accepted office and management policies and procedures; as per the statutory authorities identified within the Municipal Act and other relevant legislation to this position; works within the guidelines of legislation and policy, by-laws, resolutions and decisions of Council.

8. Working Relationships:

Contacts within the work unit are primarily with the Administrator-Clerk and Treasurer, all departments and township staff/volunteers, senior management and council.

8.1 With Mayor & Council

Provides administrative assistance to Council members, as requested from time to time.

8.2 With the Treasurer/Administrator-Clerk

Receives direction and guidance.

8.3 With Other Staff Members/Volunteers

Interaction with other staff/volunteers is required to respond to questions/concerns relating to payroll or benefits administration. Usual cooperation and courtesy is required.

8.4 With Public

Interaction with the public is required to respond to general queries/requests/concerns relating to the accounts payable or treasury functions. The responses are generally determined and known based on corporate policy and procedures.

Interaction inside the work unit, outside the work unit and with the general public includes verbal and written response. Information and responses to enquiries are provided in a courteous manner.

Provides information on the content of corporate by-laws, policies and services and other public documents.

9. Required Knowledge and Skill:

- 9.1 Post-secondary education with discipline in finance or accounting, or related combination of education and experience.
- 9.2 A minimum of two years experience of related, relevant experience within a financial setting. Municipal experience *is preferred and considered an asset*.
- 9.3 Knowledge of generally-accepted accounting principles and practices, payroll processes, benefits administration, regulations and other applicable law.
- 9.4 Strong interpersonal, financial, time-management, organizational, analytical and communication skills both written and oral; high level of accuracy.
- 9.5 Computer skills including Accounting/Financial software, Microsoft Office (office, excel and outlook).

10. Physical Skill and Effort

Regular and consistent periods of concentration with several disruptions. Position may be required to sit for extended periods of time while using the computer and calculator, in order to meet deadlines. The mental effort required is considerable, visual and mental concentration with respect to visual display terminal. The coordination of fine motor skills is required when operating normal office equipment (computer, calculator, photocopier, shredder, telephone, fax etc.).

Requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data entry using a computer keyboard. Additionally, the position requires near, far, and color vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 20 pounds also is required.

11. Working Conditions:

Exposure to a normal office environment and typically good working conditions with little or no exposure to disagreeable environmental or hazardous conditions. Work generally has a low risk of injury. The noise level in the work environment is usually moderately quiet. Regularly required to prioritize variable workload.

Required to interact politely and effectively with the general public and employees; required to respond to questions and minor complaints from the public. Work is subject to some interruptions from co-workers and public. Stress may be associated with time sensitive material and meeting strict deadlines.

Usual hours of work are 35 hours per week. Periodically may require overtime to meet deadlines or for attendance at Council/Committee and other meetings or Council.

12. Decision Making/Judgement

Work is performed under the direction of the Treasurer and Administrator-Clerk.

The employee follows established practices to perform generally repetitive duties and work activities; judgement, reasoning and problem solving is involved in the day to day tasks, in order to operate without direct supervision, when the task has been defined. The employee notifies a higher authority of operational problems or issues as necessary.

Typographical errors if unnoticed could change the meaning of a document, letter, etc. which could cause possible problems for the Township. Mechanical and clerical errors could be traced and corrected after delay and duplication of effort. Incorrect information to the public would result in confusion and unfavourable public relations. Timing errors in processing accounts payable and tax penalties can result in extra costs or loss of revenue.

Errors could be of concern but are likely to be detected and corrected utilizing the organization's internal system (quality control, supervision, peer review). An error to a customer or client could cause some embarrassment but corrective measures can be taken.