



### Job Description

Position Title:	Deputy Treasurer
Department:	Finance
Reports to:	General Manager Financial Services/Treasurer
Location:	Town Hall – 124 John Street
Eligible for Remote work:	Yes
Classification:	Management/Non-Union
Grade / Pay Rate:	Grade 6: Annual salary commensurate with experience
Hours Per Week:	35

### Job Summary

Reporting directly to the General Manager Financial Services/Treasurer, the Deputy Treasurer is an integral member of the Finance team who is responsible for aligning the daily financial activities to the direction of the finance department and the Town's Strategic Plan. The Deputy Treasurer is actively involved in the management of financial reporting, audits, budgeting, accounting, and overseeing the various functions of the finance department including, but not limited to, payroll, accounts payable and receivable, taxes, and water.

The Deputy Treasurer is responsible for leading a team of finance staff who ensures accurate and efficient processing of all financial transactions, and excellent customer service to both the public and internal corporate departments. The Deputy Treasurer takes a leadership role in the year-end audit and contributes to financial reporting for internal and external stakeholders.

### Duties and Responsibilities

#### Finance Department Management 40%

- Responsible for the training, supervision, guidance, direction, and leadership of finance staff to accomplish departmental responsibilities in accounting, property taxation, utility billing, AR/AP, cash receipts, and payroll
- Responsible for establishing/amending financial business processes, system enhancements, and efficiencies, reviewing, analyzing, and revising all policies and procedures when appropriate
- Recruit, train, mentor, and coach the finance team members as needed
- Responsible for establishing and monitoring customer service standards aligned to the strategic and operational goals of the Town, and for ensuring the finance team meets or exceeds customer service standards to the public and corporate departments

- Responsible for the provision of information and advice to other departments on financial matters. Provides financial information, and training, and takes a collaborative approach to assist other departments with financial requests and requirements.
- Performs the statutory duties of the GM/Treasurer during absences
- Attend and present at council meetings as required

#### **Accounting 30%**

- Prepares monthly reconciliations and journal entries
- Prepares monthly and annual analyses and reports to support internal operations and to meet governmental requirements
- Responsible for effectiveness and accuracy of data within the Town's various financial systems

#### **Financial Audit 30%**

- Captures audit related information on an ongoing basis
- Coordinates quarterly audit review with finance staff
- Regularly communicates with external auditors
- Regularly communicates and coordinates audit information with all corporate departments
- Prepares audit working papers for year-end audit

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs

### Minimum Qualifications

#### Education

- Post secondary degree in Accounting, Finance or Business
- Chartered Professional Accountant (CPA) designation in good standing or enrolled in the Chartered Professional Accountant (CPA) Program
- Ontario Municipal Tax & Revenue Association (OMTRA) certificate of the Municipal Tax Administration Program (MTAP) or willing to complete the program

#### Experience

- Five years of relevant experience in a financial management environment in a supervisory capacity
- Three years of relevant full cycle accounting experience, including year-end audit
- Three years of Managerial / Leadership experience preferably within a finance setting
- Preferred candidate will have experience designing and overseeing financial customer service standards

Consideration will be given to candidates with an equivalent combination of education and experience as described in the cover letter and resume.

## Skills and Abilities

- Working knowledge of the Public-Sector Accounting Board (PSAB) standards
- Ability to maintain detailed records and communicate effectively with internal staff, employee associations, senior leadership, and the public
- Ability to maintain confidentiality and security in correspondence and documentation.
- Ability to handle sensitive matters with tact and diplomacy
- Leadership skills to empower, motivate, collaborate as well as influence and support others
- Excellent organizational and multi-tasking skills, with the ability to work under pressure and meet tight deadlines
- Ability to understand and interpret policies and procedures and explain them to others
- Excellent listening skills and demonstrated empathy and understanding of staff issues
- Excellent verbal and written communication skills with the ability to develop reports and present information to various groups
- Excellent customer service approach with the ability to build strong relationships and facilitate collaboration across and within teams
- Strong research and analytical skills and ability to conceptualize and develop options and recommend solutions to support decision-making
- Strong interpersonal, judgment, and problem-solving skills
- Able to work effectively in situations involving rapid change, shifting priorities, and/or simultaneous demands

## Decision Making Authority

1. Interprets policy and procedures providing advice and guidance to the Town's staff
2. Makes daily decisions on how to organize, schedule and prioritize work of others
3. Makes judgment decisions on how to resolve issues, when and who else to involve, inform or consult
4. Makes effective recommendations for improvements on financial policies and practices
5. Determines when to escalate matters and to whom to escalate
6. Makes decisions on how to collect, coordinate and present information
7. Makes financial staffing decisions
8. Structuring charts of accounts for internal and external (software) reporting purposes
9. Secure banking account structure (General, Trusts) in regard to but not limited to transfers (Remote Deposit Capture), imports (Electronic Data Interchange), exports (Electronic Fund Transfers), for secure, efficient and accurate records

Interested applicants are requested to forward a detailed resume and cover letter marked Confidential File #14-2022 – Deputy Treasurer to: [hr@greaternapanee.com](mailto:hr@greaternapanee.com) . The posting will remain open until the position is filled. First review of applications will occur May 16, 2022.

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Only those candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for candidate selection.