



Municipality of Northern Bruce Peninsula Job Description

Position: Deputy Treasurer

POSITION SUMMARY:

Reporting to the Treasurer, The Deputy Treasurer administers the financial services, programs, policies and procedures for the Municipality of Northern Bruce Peninsula fulfilling all statutory requirements of the Deputy Treasurer as outlined in the Municipal Act, 2001 and performs the duties of the Treasurer in their absence. The Deputy Treasurer prepares corporate and departmental Financial Reports, assists in the co-ordination and preparation of the annual Budget, provides financial guidance and advice to Department Managers and staff, provides supervision and guidance to financial staff of the department, administers utilities and fees rates setting and is responsible for maintaining detailed information on Tangible Capital assets and for supporting the ongoing development and updating of the corporate Asset Management Plan.

Monitors and implements policies and procedures for the collection of revenue generation programs such as; Municipal Accommodation Tax, Short Term Accommodation, Parking, and Administrative Fines.

MINIMUM QUALIFICATIONS:

- Post-secondary degree in business administration, commerce, accounting, or similar/related discipline.
- Certified Professional Accounting designation (CPA).
- Five (5) years of relevant experience working in a finance related environment.
- Experience working in a municipal environment is an asset.
- Experience working with internal and external stakeholders in a political environment.

Specific Skills, Abilities and Knowledge

- Experience in municipal policy development with a good working knowledge of relevant Ontario legislation.
- Thorough working knowledge of the Municipal Act, Development Charges Act, Occupational Health and Safety Act, investment and debt management, provincial/federal funding programs, property taxation, auditing principles and practices and other related legislation or regulations.
- Demonstrated knowledge of all legislation and regulations pertinent to the financial function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards.
- Strong financial and business management skills and effective problem-solving skills.
- Strong analytical skills ensuring accuracy with large volume and diversity of work, ability to model financial data, planning and forecasting skills.
- Advanced knowledge of accounts payable/receivable, procurement procedures, capital asset accounting and general ledger administration.
- Working knowledge of local government functions and responsibilities, municipal finance, investment and debt management, and budgeting.
- Demonstrated attention to detail, ensuring accuracy with large volume and diversity of work.
- Demonstrate excellence in customer service by providing clear expectations to staff and adhering to the standards. Show leadership and guidance with regard to a strong customer service ethic to staff and customers.
- Strong public engagement skills.
- Demonstrated leadership skills including effective mentoring, coaching, and conflict management skills.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities, based on urgency and importance.
- Excellent interpersonal, organizational, communication, research, and time management skills.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated enterprise accounting software, spreadsheets and database management.
- Demonstrated ability to manage multiple projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers and the general public.

KEY RESPONSIBILITIES AND DUTIES:

In conjunction with the Treasurer;

- Perform the statutory duties of the Deputy Treasurer, as well as of the Treasurer (in their absence).
- Assist in administering the financial affairs of the Municipality on behalf of and under the direction of the Treasurer.
- Ensure that accounting practices and internal controls are implemented in compliance with Provincial guidelines, PSAB, etc.
- Provide supervision, guidance, direction, leadership, and control to staff in the Finance Department.
- Responsible for establishing/amending business processes, system enhancements and efficiencies.
- Assist with regularly creating, reviewing, analyzing, and modifying all internal departmental policies and procedures.
- Develops and provides required training for all staff in the areas of procurement, budget, and financial reporting.
- Research and develop reports and by-laws for Council.
- Ensure sound policies, practices and processes are in place to facilitate fair and transparent procurement of goods and services.

Financial Accounting and Reporting

In conjunction with the Treasurer;

- Develop and maintain accounting and reporting policies and practices to ensure accurate and consistent recording and reporting of financial transactions.
- Monitor and review internal financial management reporting to ensure accuracy and completeness.
- Provide timely and accurate financial information and supporting documentation, as required, for Council, external auditors, and external funding agencies.
- Works with the external auditors to prepare for and complete the required financial audits for the Municipality.
- Co-ordinates, prepares and submits the Financial Information Return, Annual Financial Statements, grant reporting and other reporting as required.
- Oversee the core accounting functions ensuring compliance with all PSAB requirements and Provincial guidelines for all Township departments.

Coordinates and Administers the financial reporting, monitoring, auditing and collections of the Municipal Accommodation Tax program Short Term Accommodation Licensing program, and Municipal Parking Program.

Budget Administration

In conjunction with the Treasurer;

- Works cross departmentally to prepare, consolidate, and monitor the annual capital and operating budgets for the municipal and service rate budgets.
- Develop, prepare, and update budget supporting documents for use by Municipal Departments.
- Prepare budget document and presentations and attend all budget meetings of the Municipality and provide input and advice regarding costing and financial decisions.

Financial Planning

In conjunction with the Treasurer;

- Responsible for supporting the development, maintenance and continual improvement of long-term financial plans including multi-year capital expenditure and funding plans and the Asset Management Plan.
- Supports the integration of the Asset Management Plan into the long-range financial plans to achieve sustainable capital budgeting strategies.
- Supports the submission, tracking and reporting requirements for grant applications.

WORKING RELATIONSHIPS:

Internal

Regular communication with all Department staff, other municipal departments.

External

Municipal Council, taxpayers/ratepayers, vendors, auditors, provincial ministries, other municipalities, and agencies

WORKING CONDITIONS:

Hours of work – 37.5 hours per week.

The Municipality of Northern Bruce Peninsula is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment and selection process. Applicants need to make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.