

THE CORPORATION OF THE
TOWNSHIP OF WOLLASTON

JOB DESCRIPTION
TREASURER/DEPUTY CLERK

DEPARTMENT: Administration

POSITION: Treasurer/Deputy Clerk

REPORTS TO: Council

HOURS OF WORK: Full time position. 35 hours per week.

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Proficient in data processing including experience in a Windows operating system environment and Microsoft Office.
- Thorough knowledge of all aspects of municipal legislation/regulations including: the Municipal Act, Municipal Freedom of Information & Protection of Privacy Act, and other related legislation, and working knowledge including but not limited to Human Rights Act, Occupational Health & Safety Act, etc.
- Excellent verbal and written communication, public relations, and conflict resolution skills
- Willingness to attend training and upgrade skills as appropriate
- Effective municipal business planning and budgeting skills
- Knowledge and understanding of financial, purchasing, accounting and auditing principles
- Strong organizational, supervisory and time management skills.
- A valid "G" Driver's Licence and transportation in order to attend off site meetings would be an asset

DUTIES:

General

- Public reception/assistance/phone
- Attend meetings representing Township
- Receive correspondence and direct for appropriate action
- Issue and coordinate Community Centre Permits/Fire Permits
- Duties associated with appointment as Commissioner of Oaths
- Complete water testing and reporting, as required

Taxation

- Collect current and arrears taxes and recording of same in appropriate permanent records, banking
- Process assessment adjustments, tax write-offs, & supplementaries, MPAC minutes of settlement, severance consolidation
- Monitor & prepare property tax sales
- Monitor property ownership changes & address changes in taxation software and roll book, and ensure information is communicated to Hastings County, MPAC, and DataFix
- Prepare interim and final tax notices

Human Resources

- Work with Safety Services Manager to investigate employee or employer concerns
- Provide open communications for conflict resolutions
- Union Contract Negotiations
- Administer Health and OMERS benefit plans

Finance

- Manage Budget preparation with each Department Head
- Responsible for annual budget development; including leading internal and public meetings, determining accurate estimates and financing options, preparation of budget reports and information, draft scenarios and final calculations.
- Review, enter and issue accounts payable
- Coordinate all data required for annual audit
- Provide data and review reporting for annual Financial Information Return
- Manage municipal investments
- Manage reserve and reserve funds
- Review and prepare monthly bank reconciliations
- Staff and Council Payroll
- Calculate and remit county and school board payments
- Compete year end processes
- Purchasing agent for office equipment and supplies
- Review and enter Wollaston Limerick Union Public Library accounts activity

Document Preparation

- Advise Council on financial matters
- Prepare monthly reports for Council
- Annual review of Municipal insurance policies
- Assist in coordination of tender and contract documents
- Complete required reporting for funding and grants
- Complete financial reporting for government and related agencies as required
- Update and manage Tangible Capital Assets and Asset Management planning documents
- Prepare/issue tax certificates upon request

Deputy

- Fulfill all duties of the Clerk in Clerk's absence.