

Job Description

Deputy Treasurer & HR Coordinator

Position Title: Deputy Treasurer & HR Coordinator
Reports To: Director of Finance

Purpose of the Position: In the absence of the Treasurer, or when the Treasurer is unable to act, is responsible for the statutory duties of the Treasurer under the Municipal Act and other Acts/Regulations of the Legislature and the ensure that municipal services are provided in an effective and efficient manner.

MAJOR RESPONSIBILITIES

Program/Service

1. Deputy Treasurer

- a. Assists with the management of the financial software system
- b. Ensures all finance modules (Property Tax, Utility Billings, Accounts Payable, Accounts Receivable) are reconciled on a monthly basis by staff
- c. Reconciles the bank on a monthly basis
- d. Assists with monthly internal reporting
- e. Assists with the preparation of operating and capital budgets
- f. Assists with financial and analytical reporting, costing/scenario modelling and other financial analysis
- g. Assists in the preparation of working papers for the year-end audit
- h. Prepares adjusting journal entries as required
- i. Oversees payroll, compensation and benefits packages
- j. Oversees the supervision of the finance department in the absence of the Director of Finance
- k. Prepares reports and correspondence as required
- l. Responds to internal and external inquiries
- m. Assists with the development, amendment, and monitoring of various financial administrative policies
- n. Prepares and files HST returns as required under applicable legislation
- o. Assists with supporting, motivating, and training staff, ensuring effective teamwork, high standards of work quality, organizational performance, and continuous learning
- p. Attends and participates in Council and other meetings as required
- q. Assists with various special projects when required
- r. May perform temporary coverage for other finance & management positions
- s. Assists with requests under the Municipal Freedom of Information and Privacy Act
- t. Assists as required with grant applications and reports to grant organizations
- u. Performs all other related duties as assigned by the Director of Finance

2. Human Resources Coordinator

- a. Manages Human Resource (HR) records including preparation, filing, storage, retrieval, maintenance, retention and disposition of confidential HR files, employee records
- b. Develops and maintains training records for all staff
- c. Assists managers with the recruitment, hiring, onboarding, offboarding and training of staff
- d. Assists with the development, amendment, and monitoring of various Human Resources policies and related employee management policies and procedures

QUALIFICATIONS

1. Knowledge

- a. Post-secondary education in the field of Business Administration/Accounting would be considered an asset.
- b. To hold or to be in the process of obtaining a CPA (Chartered Professional Accountant) designation
- c. Thorough knowledge of accounting principles and practices and Public Sector Accounting Board (PSAB) standards would be considered an asset
- d. Knowledge of accounting principles and best practices including strategic and financial planning & analysis
- e. Must demonstrate advanced analytical, consultative and problem-solving skills with the ability to develop and recommend effective solutions.
- f. Must possess excellent interpersonal skills with the ability to communicate both orally and in writing with all levels of staff, Council, and the public, in an efficient, diplomatic and understandable manner.
- g. Must have advanced working knowledge of computerized financial applications; proficiency in MS Office (Word, Outlook, Excel, Power Point)
- h. Minimum of five years relevant work experience, ideally in a municipal environment
- i. Experience administering employee programs (ex. benefits, performance management, staffing, training, etc.) would be considered an asset
- j. Experience working in a unionized environment would be considered an asset
- k. Completion of AMCTO's Municipal Accounting & Finance Program would be considered an asset
- l. Completion of AMCTO's Municipal Administration Program would be considered an asset

2. Physical Skill and Effort

- a. No special physical skills are required

3. Decision Making and Judgement

- a. Must have the ability to conduct detailed and/or non-structured analysis with minimum supervision within tight deadlines

- b. Must be a self-starter, punctual and demonstrate an ability to remain current with industry trends and practices
- c. Must demonstrate an ability to develop others through demonstrated leadership
- d. Access is available to other Municipal counterparts through personal and professional associations for the exchange of information as required. Access is also available to the Town's policies and procedures, legal counsel, by-laws and provincial statutes and regulations to obtain assistance or direction in dealing with problems and issues
- e. Judgment is exercised in:
 - i. Assisting with the coordination of the finance department activities to accomplish the approved plans for the year.
 - ii. Providing leadership and direction to the department staff.
 - iii. Recommending changes in policies affecting departments.
 - iv. Acting as spokesperson and representative of the Department to ensure that the best interests of the municipality are met

4. Interpersonal Skills and Contacts

- a. Strong interpersonal skills and leadership ability combined with excellent written and verbal communications skills
- b. Team building and interpersonal skills, with an ability to establish effective working relationships with other municipal senior managers, staff and members of the public
- c. Professional interpersonal skills are required to interact with all management, staff, Council, senior government officials and all citizens of the municipality
 - i. Internal:
The Mayor, Council, Committees, Chief Administrative Officer, Department Heads, staff, local boards & committees, Police Chief, Fire Chief and Chief Librarian
 - ii. External:
The general public, business community, community groups, media, corporate solicitor, and officials of other local, upper tier, and senior governments

WORKING CONDITIONS

1. Environment

- a. Works in an office environment
- b. Deals with the public
- c. Occasional travel out of town required
- d. Subject to shifting priorities of Council

2. Work Schedule

- a. Work comprises 35 hours per week
- b. Attends Council meetings as requested

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification

