



**Town of Erin
Position Description
Finance Department**

Job description and duties are currently under review

Department: Finance Department
Position Title: Deputy Treasurer
Reports To: Director of Finance
Location: Municipal Office
Approved Date: July 11th

PURPOSE OF POSITION

The position is responsible for a broad range of corporate finance functions and tasks, including but not limited to the administration of general ledger, payroll and benefits, development charges, reconciliations of reserve funds and assists with budget preparation and quarterly financial reporting.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

Analyzes and reconciles general ledger and sub-ledger accounts, prepares journal entries and year end working papers. Responsible for performing monthly analysis of reserve accounts, investment accounts and development charges. Monitors cash balances and recommends transfers. Assists with the annual budget preparation and quarterly financial reports. Administers the preparation of all payroll and benefits functions. Assists with review and development of financial policies and procedures.

Control of Corporate Resources

People [Human Resources] –

Although the position does not regularly require the direct supervision of staff, as Deputy Treasurer, the position assumes direction over the Finance Department in the absence of the Director of Finance. As administrator of payroll and benefits, this position regularly provides direction and advice to all department heads in these matters.

Finance –

Working with various staff and Department Heads with budget preparation, quarterly variance explanations, updating spreadsheets and reconciling to the general ledger; monitors cash balances, generating and compiling the quarterly financial report presented to Council.

Material and Information

- This position has access to confidential and sensitive payroll and benefits information.
- Disability and WSIB injury and sickness claims are managed through this position; extreme sensitivity and confidentiality is critical.

Major Responsibilities

PAYROLL

- Process payroll, check and issue employee pay statements.
- Monitors for completeness and appropriate approvals bi-weekly timesheets.
- Enters bi-weekly Firefighters timesheets.
- Maintains and updates records of employment contracts, payroll deductions, EI, CPP, EHT, Tax.
- Prepares and submits all necessary forms and statistics related to payroll, including T4's and T4 summaries and employment insurance records; annual statements to the Receiver General; Canada Revenue Agency; and Statistics Canada pertaining to employment records.
- Maintains current Employment Standards records.
- Enroll employees in all benefit programs, including OMERS, Manulife and LINK including any short or long term benefits issued.
- Liaise between employees and benefit providers.
- Respond to inquiries from employees on payroll and benefits
- Coordinates and completes year-end Payroll functions to meet government deadlines.

Other Payroll Info: 2013 Gross Payroll \$ 3,083,783.14

2013 Approximately 140 employees

Deductions – EI, CPP, Fed Tax, OMERS, Taxable Benefits,
Family Responsibility Office, EHT, WSIB

Deal with other levels of Government

Take any additional seminars needed to keep compliant
with changing payroll rules

Be proficient in ADP WorkForce Now

GENERAL FINANCE

- Coordinates and prepares audit working papers schedules, spreadsheets and financial reports for review by the Director of Finance and provides auditor with analytical detail when requested.
- Verifies and ensures the reliability of year-end revenue, expenditure and balance sheet general ledger account balances.
- Primary liaison with the auditors.
- Coordinates and updates standard operating procedures of the Finance Department for review by the Director of Finance.
- Assists with the development and review of financial policies and processes.
- Assists the Director of Finance in the annual budgeting process:
 - Assisting with the collection of data from Department Heads.
 - Provides historical trend analysis and advises departments with operating and capital budget submissions.
 - Works with Internal Auditor and Risk Management Analyst and prioritize capital projects according to asset management plan and provide recommendations to the departments.
 - Creates graphs and charts for visual presentation purposes.
 - Attends Council meetings during the budget process.
- Development Charges Administration – provides analysis of financial aspects of development agreements.

- Maintains and tracks Development Charges Reserve Funds, front end agreements, and assists in the preparation of annual continuity statements.
- Annual indexing of Development Charges.
- Incorporate County of Wellington development charges into Town's schedules.
- Reconciles reserve funds in a spreadsheet and accrues interest quarterly.
- Recommends transfers between reserve funds according to Capital and Operating Budget
- Liaise with Royal Bank Business Banking when required to stop payments, visa, etc.
- HST RETURNS – Prepare 3 HST returns, Hillsburgh Community Centre, Erin Community Centre, and the Town of Erin General Return
- Administers the Town's Petty Cash fund.
- Financial Application Software – continuous improvement of financial processes by providing analysis and recommendations from software updates.
- Backup for Director of Finance when unavailable.
- Be available for support in Tax Administrator on tax due dates
- Backup for Accounting Coordinator.
- OTHER DUTIES - Reconcile the Town's General Bank Statement to the General Ledger, keeping record of outstanding cheques, lost and stale dated cheques etc.

Position Requirements

Education

- University Degree in Accounting or Business Administration or related degree.
- Or Accreditation the Canadian Payroll Association is preferred.

Experience

- minimum 5 years' experience in a municipal finance or related government experience
- Extensive experience in administration of payroll, pension and benefits

Job Skills

- Expertise in Microsoft Office including Excel, Word, PowerPoint, and graphs.
- Proficient in financial software such as Keystone and various payroll applications including, ADP WorkForce Now;
- Self-motivated, independent worker
- Superior oral and written communications skills

Effort

Mental

- There is a requirement to meet deadlines, prioritize tasks and manage a number of requests subject to Council, payroll, and government deadlines.
- Must have a high degree of accuracy despite continuous interruptions from staff and Department Heads seeking Payroll & Benefits assistance.
- Ability to work independently and be an effective team member
- Must be courteous and professional in difficult situations. Empathy and sensitivity to personal employee situations is essential.

Physical

- The physical effort required is moderate with manual dexterity and familiarity with basic office equipment being required.
- The work will require long-hours of sitting and using computers which may result in eye-strain and muscle fatigue.
- Repetitive movements of hands and wrists daily while posting A/P and payroll

Decision Making and Judgment

- Online access to all bank accounts
- Assist Direct of Finance in preparing new policies and procedures
- Incorrect decisions can have a significant negative impact on the municipality's cash flow, payroll, employee relations and administrative efficiency.

Interpersonal Skills and Contacts

- The ability to concentrate for extended periods of time to complete financial reports and government submissions.
- Complex problems arise from time to time which require consultation with staff, outside consultants, Council, and ratepayers. Above average problem solving skills are required.
- Customer service approach when assisting departments with inquiries.
- A professional manner is required with inquiries to many levels of government including WSIB, OMERS, Revenue Canada, as well as other municipalities
- Personal organization and time-management skills are important for this position. The frequency of payroll, government and internal deadlines.

Working Conditions

Environment

- The environment conditions are generally pleasant. Long, concentrated effort at computer monitors will regularly produce eye-strain.

Control Over Work Schedule

- The volume of work is heavy and constant but can normally be completed during regular business hours.
- Works independently and requires minimum supervision.
- Largely the position requires mature, efficient and time management skills.
- Must be able to work independently and manage time efficiently

This is a reasonable statement of the requirements of this position.

_____ Prepared By	_____ Date	_____ Incumbent	_____ Date
_____ Department Head	_____ Date	_____ CAO	_____ Date