

**THE CORPORATION OF THE TOWNSHIP OF PERRY****TREASURER / TAX COLLECTOR / DEPUTY CLERK****1. REPORTING RELATIONSHIP**

- 1.1 Reports to the Clerk/Administrator.

**2. PURPOSE OF THE POSITION**

- 2.1 To fulfill the statutory duties of the Municipal Treasurer and Tax Collector.
- 2.2 To maintain complete and accurate records of all financial transactions of the Township.
- 2.3 To prepare monthly statements of receipts and expenditures of the Township for Council.
- 2.4 To prepare and submit financial statements to the various Provincial Ministries.
- 2.5 To arrange all banking arrangements and cash flow functions.
- 2.6 To assist the Clerk with his/her duties as assigned.

**3. SCOPE OF THE POSITION**

- 3.1 Under the supervision of and in consultation with the Township Auditor and Clerk/Administrator, works in accordance with the accounting and administrative policies and practices in the Township and according to the provisions of the Municipal Act, and related Acts of the Legislature.
- 3.2 The direction of budget and finance management data processing, accounting systems and the collection of taxes and other receivables to ensure that the Township and the public are effectively served.
- 3.3 The duties of the Deputy Clerk will be to assist the Clerk in his/her absence or during peak periods to ensure all legislative requirements are met.

#### 4. RESPONSIBILITES

##### MUNICIPAL TREASURER

#### 4.1 Administration

- 4.1.1 Is responsible for the performance of the statutory duties of a Municipal Treasurer and Collector as defined in the Municipal Act and other Acts of the Legislature.
- 4.1.2 Is responsible for the processing of accounts payable and preparing vouchers for Council approval on a monthly cycle.
- 4.1.3 Is responsible for the preparing and recording of cheques, and is responsible for reconciling Township bank accounts monthly.
- 4.1.4 Is responsible for the posting of all receipts to appropriate accounts.
- 4.1.5 Is responsible for the preparation of tax billings, the posting of tax payments daily, the receipt of tax payments by mail and at the counter, the issuance of receipts, the recording of changes to the tax roll as directed by the Assessment Office and by the Clerk.
- 4.1.6 Is responsible for reconciling the tax roll at year end, including penalty and interest calculations.
- 4.1.7 Is responsible for general accounting services, such as balancing cash and receipts daily and the preparing of bank deposits.
- 4.1.8 Supervises secretarial, clerical and receptionist duties.
- 4.1.9 Acts as Assistant Returning Officer of Municipal and School Board elections.
- 4.1.10 Implements the Public Sector Accounting Board (PSAB) changes for reporting capital assets and the resulting Asset Management Programs.

#### 4.2 Budgets

- 4.2.1 Prepares and presents draft operating and capital budgets for the Township.
- 4.2.2 Discusses draft budgets with the Clerk/Administrator, Department Heads and Council.
- 4.2.3 Coordinates the preparation of the overall budget presentations for the consideration of Council.

4.2.4 In cooperation with Department Managers, Committee and Boards, prepares and presents draft operating and capital budgets of the various committees and boards.

4.3 Finance and Accounting Management

4.3.1 Supervises the receipts and disbursements of all funds for the Municipality.

4.3.2 Prepares financial reports and budget performance reports for the information of Departments, Committees, and Council as a means of ensuring that approved budgets are not exceeded.

4.3.3 Countersigns all cheques that are issued by the Township.

4.3.4 Supervises effective accounting and control systems and procedures for the Township to ensure custody of public funds.

4.3.5 Responsible for the issuance of tax certificates.

4.3.6 Institute a cash management system to achieve a beneficial return through investment of cash as available.

4.3.7 Maintains an effective liaison with the Township Auditor(s) in the preparation of audit reports and financial statements.

4.4 Payroll Services

4.4.1 Responsible for the completion, preparation of regular bi-monthly and monthly payroll to Township employees.

4.4.2 Responsible for monthly payroll documents and the preparation of remittance to the Federal and Provincial governments and Insurance carriers for income tax, unemployment insurance, Canada Pension Plan, and Workers Compensation.

4.4.3 Responsible for the calculation and issuance of Income Tax T4's.

4.4.4 Recording of changes in payroll, i.e. employee status changes, salary changes, etc.

4.4.5 Processing of Workers Compensation claims.

4.4.6 Preparation of honorarium for Mayor and Council monthly.

4.4.7 Preparation and disbursement of Committee/Board remuneration.

4.4.8 Preparation of separation slips and the calculation of final pay for terminating employees.

4.5 Deputy Clerk

4.5.1 Assist the Clerk with his/her duties during his/her absence or during peak periods.

4.5.2 Attend Council Meetings and record minutes.

4.5.3 Prepare written or verbal reports for Council.

4.5.4 Draft by-law/policies.

4.5.5 Other duties as assigned by the Clerk/Administrator.

5. RESPONSIBILITIES

MUNICIPAL TAX COLLECTOR

5.1 Calculates supplementary taxes.

5.2 Recommends tax write-offs when necessary.

5.3 Maintains a firm but diplomatic stand when collecting payments in arrears.

5.4 Administers tax regulation system under the Municipal Tax Sale Act.

6. MANAGEMENT AND SKILLS TRAINING

6.1 Maintains a high level of expertise by taking appropriate training programs and attending appropriate workshops, seminars and conferences in accounting and managerial functions.

7. WORKING CONDITIONS

7.1 Works within regular office hours. Work beyond regular hours can be expected on some occasion for a variety of purposes.

7.2 Work is subject to certain peak periods and deadlines.

7.3 Priorities and workloads are subject to change requiring flexibility and the acceptance of non-routine assignments.

7.4 The work of the Treasurer-Tax Collector is subject to frequent interruptions.

7.5 This position does require occasional attendance at evening meetings.

## 8. WORKING RELATIONSHIPS

### 8.1 With the Clerk:

8.1.1 Receives advice and guidance.

8.1.2 Receives general supervision and evaluation.

### 8.2 With Office staff:

8.2.1 Provides non-routine work assignments.

8.2.2 Provides advice and guidance.

### 8.3 With Municipal Staff:

8.3.1 Extends and practices the usual cooperation and courtesy.

8.3.2 Provides training and guidance to support staff.

8.3.3 Cooperates with Department Managers in the preparation of annual and capital budget.

### 8.4 With the Public:

8.4.1 Provides information.

8.4.2 Explains Township financial policies and programs.

### 8.5 With Municipal Auditor:

8.5.1 Consults and receives accounting directions, as required.

### 8.6 With Council:

8.6.1 Obtains direction where required and suggests policy directions on accounting matters.

9. KNOWLEDGE AND SKILLS

- 9.1 Good knowledge of Municipal accounting.
- 9.2 Competency in computerized accounting procedures.
- 9.3 Good abilities to guide and instruct support staff.
- 9.4 Ability to organize workload and delegate tasks.
- 9.5 Good public relations skills.
- 9.6 Extensive working experience in a public office.
- 9.7 Good accounting and bookkeeping skills.

10. CONTROL

- 10.1 Adheres to Municipal operating policies, Provincial legislation, and good management practices. Indirect supervision involved to a limited degree. Must use personal initiative towards reaching Departmental goals.