



**TOWNSHIP OF CHATSWORTH
DEPUTY TREASURER/TAX COLLECTOR**

**Updated May, 2017
FINANCE DEPARTMENT**

Chatsworth

Reports to:	Treasurer
Supervises	Accounting/Payroll Clerk
Pay Method	Hourly
Group Benefits	Yes
Overtime	Yes, as per personnel policy
On Call	No

The Deputy Treasurer assists the Treasurer in fulfilling all related legislated duties. The Deputy Treasurer will fulfill the duties of Tax Collector. The Deputy Treasurer will support the cost efficient and effective delivery of general government operations, meeting the needs of residents and ratepayers in a customer-friendly fashion.

ROLES AND RESPONSIBILITIES

Finance

Assists the Treasurer in developing annual operating and capital budgets, working closely with all departments throughout the budget year; analyzes budget variances and provides information to Department Head in cooperation with Treasurer

Assists the Treasurer in calculating the annual tax rate resulting from the budget.

Completes various compliance usage reports (ie. gravel pits and landfill);

Prepares all government remittances.

In the absence of the Treasurer, assumes statutory duties of the Treasurer and communicates with contracted professionals providing services to the municipality (eg. Auditor, insurance, banking).

Assists the Treasurer in preparation for annual audit, including community centre financial statements, assists with Financial Information Return and Asset management

Assists the Treasurer in making application for federal/provincial programs and grants on behalf of the municipality; administers grants including preparation of necessary documentation.

Assists the Treasurer in preparing reports for Council.

Completes all bank account reconciliations to the general ledger.

In coordination with the Treasurer assists with the overall financial operations.

Completes general journal entries and non-routine transactions.

Prepares water billings including monthly and finals.

Back up for accounts payable in the absence of the Accounting/Payroll Clerk

Oversight of day to day functions of Accounting/Payroll Clerk

Posts penalty and interest to all Accounts Receivables.

Payroll

Maintain payroll records including preparation of T4 slips and T4 summaries, Records of Employment and remittances to Revenue Canada, WSIB, EHT, OMERS and RSP contributions.

Approves payroll as prepared by Accounting/Payroll Clerk and submits to bank for payment.

Provides back up for processing payroll for issuance of bi-weekly pay periods in the absence of Accounting/Payroll Clerk.

Provides payroll information to staff on their request in the absence of the Accounting/Payroll Clerk.

Taxation

Performs the statutory duties of Tax Collector as set out in the Municipal Act and other applicable legislation.

Administers the municipal tax collection function, minimizing tax arrears and errors, ensuring collection of interest and penalties and applying tax sale procedures.

Maintains computer-based tax system including input and verification of all assessment and tax records and calculation of tax installments.

Prepares and mails tax bills and receives and processes payments issuing receipts or verifying payments made by direct bank deposit.

Maintains mortgage company records and pre-authorized payment records.

Making bank deposits in the absence of the Accounting/Payroll Clerk.

Prepares supplementary tax bills as necessary.

Balances all tax accounts.

Reviews tax arrears and calculates penalties, advising Treasurer of delinquent accounts and carrying out collection procedures as approved by Council.

Issues tax certificates and provides tax information to the Public.

Advises Provincial Assessment Office of changes including applications for tax cancellations.

EDUCATION, SKILLS & EXPERIENCE

1. Formal Education and Training

Diploma, Degree, or Certificate

Post secondary education at the college level or equivalent combination of education and experience.

Professional designation/Certification

Accounting designation an asset.

AMCT or CMO designation desirable

Licenses

2. Ongoing Personal Development

3. Work Experience

Minimum of 3 years of municipal finance experience

4. Decision Making Authority and Judgment Skills

Accountable to Treasurer

Guides and advises and supervises Payroll/Accounting Clerk,

Exercises substantial discretion in carrying out day to day activities

5. Problem Solving Skills

Must fulfill complex legislative/regulatory requirements

Must fulfill complex tax calculations using computer programs

CORE COMPETENCIES

1. Interpersonal and Communication Skills

Good communication skills, both written and oral

Self-motivated

System-thinking and a problem solving approach

Good analytical skills

2. Leadership Skills

Ability to manage others

Mentor

Promotes team player attitude

Promotes excellence and accountability

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is performed in a standard office setting and requires substantial computer work, concentration and sitting. Accuracy and attention to detail is critical. Some financial authority is exercised. Task management is a component of work effort. Complexity and changing nature of legislative/regulatory environment within which Township operates

Equipment Operation/Materials Handling/Safety Measures:

Works with a full range of office equipment including computers

CONTACTS

Maintains a diverse range of contacts within the municipal sector (ie. County Officials, neighbouring municipalities) and with federal/provincial agencies.

Internal: All staff (daily)
Council (occasionally)

External: members of the Public (daily)
Other municipalities (often)
Government agencies (occasionally)

HOURS OF WORK

Regular weekly hours of work are 37.5. Typical daily hours are 8:00 a.m. to 4:00 p.m.

REVIEW/APPROVAL

Current Incumbent(s):		Date:
Treasurer		Date:
CAO/Clerk		Date: