



La Corporation de la Municipalité de / The Corporation of the Municipality of

ST. CHARLES

C.P. / Box 70, 2 King Street East St.-Charles ON P0M 2W0
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The Municipality of St.-Charles Deputy Treasurer Position

'Where quality family lifestyle abounds amongst nature's finest assets'

The Municipality of St.-Charles is currently looking to fill the position of Deputy Treasurer. Located 45 minutes east of the City of Greater Sudbury, St.-Charles boasts the natural beauty of the West Arm of Lake Nipissing, Lake Nepewassi and an abundance of farmland. The municipality has a bilingual population of 1,282, family spirit, and numerous community services ideal for raising a young family.

The Deputy Treasurer will be the administrator of the Municipality's accounting activities to ensure accounting procedures are delivered in accordance with statutory and regulatory requirements. The Deputy Treasurer will also perform a full range of finance related duties and provide back-up assistance to other staff as required. The individual will be responsible for statutory duties required of the Deputy Treasurer under the *Municipal Act, 2001*.

The ideal candidate will have several years of knowledge/experience in municipal government administration, an aptitude for managing multiple priorities, the ability to communicate with competing audiences as well as great management skills. The Deputy Treasurer must be technically savvy to manage the voluminous number of transactions that are required. The Deputy Treasurer must be able to communicate across multiple platforms while speaking to diverse audiences. A College or University Degree with a municipal discipline as well as good oral and written communication skills in both official languages would be an asset.

For responsibilities, qualifications and Working conditions please refer to the full job description attached. If you are looking for a position that offers a wide variety of duties where you are not a just a bookkeeper, and you get to work with management on a daily basis, this Deputy Treasurer position is for you!

Job Type: Administrative Non-Union - Permanent Full-time Hours: 35+ per week
Compensation Package: \$30 per hour with a comprehensive retirement and benefit package.
The position is hourly where bank time/overtime is accumulated or paid out at straight time.

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position by November 3rd, 2017 to the attention of:

Julie Bouthillette, CPA, CGA - Chief Administrative Officer
2, King St East -P.O. Box 70 - St. Charles, ON, P0M 2W0
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The Corporation of the Municipality of St. Charles

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| | Effective Date | July 31, 2017 |
| | Revision Date: | |

Job Description – Deputy Treasurer

1. Reports to: Treasurer

2. Scope of Position: The Deputy Treasurer is primarily responsible for asset management, co-ordinating grant applications and the submission of claims to the proper government agency. Works with prevailing legislation, regulations and the municipality's administrative policies and principles. This position is administrative Non-Union

3. Principle Responsibilities:

- a) Assists with the performance of statutory duties
- b) Acts as municipal Tax collector for the municipality
- c) May be required to attend and assist the Treasurer at meetings of Council and Committees
- d) Prepares any agenda reports relating to financial matters.
- e) Administers the I.T. support contract, overseeing office equipment, maintenance, leases, repairs.
- f) Provides research of records and data collections for special projects and studies
- g) Completes all financial calculation and assists the director of operations in grant writing requests and completes all funding reports.
- h) Asset Management in conjunction with the Director of Operations
- i) Shares the responsibility with Department Heads for procurement requests
- j) Responsible for the posting and tracking of procurement requests
- k) Assists the management team in the preparation of the budget
- l) Prepares proposal for projects / studies and conducts presentations
- m) Provides research on innovative ways to improve the operations of the Municipality
- n) Provides regular report to Council on budget performance.
- o) Prepares for the year end closing and adjusting journal entries, prepares working papers and assists auditors in producing annual Financial Statements and FIR report.
- p) Assists the Treasurer in managing the municipality's financial resources including banking, investments and borrowing arrangements.
- q) Calculates tax rates and prepares levy by-laws for presentation to Council
- r) Directs the calculation and billing of realty taxes including supplementary taxes and bills grants-in-lieu / Payment in lieu (PIL)
- s) Processes changes to tax rolls including changes in assessment, legislation and write-offs
- t) Provides general information to ratepayers regarding assessment, tax rates and tax procedures, and provides tax information to solicitors and real estate agents for land transfers and sales.

- u) Acts as a lottery licensing officer processing applications, issuing various licenses and submitting reports as required under the act.
- v) Co-ordinates tax sales, liaises with lawyer and the court system, processes reminder notices, responding to inquiries and liaising with banks and mortgage companies.
- w) Assist the Treasurer with reconciliations of accounts and general accounting duties as required.
- x) Acts as a secondary for payroll duties in the absence of Accounting Clerk
- y) Other Duties as assigned

4. Qualifications:

- a) Successful completion of a business or accounting program at the university level
- b) Completion of the Municipal Administration Program of the Association of Municipal Clerks and Treasurers of Ontario is desirable.
- c) 2-3 years of related experience
- d) Can learn quickly the municipal accounting software
- e) Proven organizational abilities.
- f) Demonstrated interpersonal skills in dealing with the public, staff, Councillors and external groups and agencies.
- g) Ability to maintain a good relationship with the parties, acts with courtesy, respect and patience, indicates interest in the issues and the parties, does not pre-judge the parties or the issues, is modest in attitudes held towards others and in self-regard, devotes such care and attention to the parties as might be reasonably required.
- h) Ability to listen actively and comprehend (remains visibly alert at all times, does not interrupt, intervenes selectively)
- i) Ability to speak effectively (uses clear diction, clarifies or paraphrases where necessary, asks succinct questions if necessary, is direct but not intimidating, adopts a moderate volume and pace of speaking, uses an unemotional detached tone of voice, uses simple language, uses terminology of the parties' profession or appropriate to the listener.
- j) Ability to prepare written communication.
- k) Ability to use spreadsheet and word processing applications.
- l) General knowledge of the municipal act and other legislation
- m) Bilingual (French and English) is an asset.

5. Working Conditions:

- a) Works in general office conditions and is subject to constant interruption.
- b) Work in high pressure environment and stress over deadlines, year end, budget, tax bill time, and more.
- c) Normal work week is 35 hours may be required to attend monthly evening meetings.

6. Supervision: NONE