

EMPLOYMENT OPPORTUNITY

The Town of Smiths Falls Requires One (1) Full-Time DEPUTY TREASURER

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime waterfrontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

The Town of Smiths Falls is seeking a motivated and organized team member for the position of Deputy Treasurer. Reporting to the Director of Corporate Services/Treasurer, this position is responsible for the administration of financial services, programs, policies and procedures for the Corporation of the Town of Smiths Falls fulfilling all statutory requirements of the Deputy Treasurer as outlined in the Municipal Act, 2001.

Key Duties and Responsibilities:

- Perform the statutory duties of the Director of Corporate Services/Treasurer (in their absence)
- Assist in administering the financial affairs of the municipality on behalf of and under the direction of the Treasurer
- Prepare corporate and departmental Financial Reports
- Assist in the co-ordination and preparation of the annual Budget
- Provide financial guidance and advice to Department Directors and staff
- Provide supervision, guidance and leadership to financial staff of the department, including staff scheduling

Skills and Qualifications:

The preferred candidate will have the following qualifications:

- Minimum Education: 3 year post-secondary
- Minimum Experience: 3 years in municipal finance position
- High computer literacy
- Strong communication skills
- Desirable: recognized accounting designation or enrolment in the CPA program.
- Completion of the AMCTO designation.

Qualified applicants are invited to submit their resumes by Friday June 2nd, 2023, no later than 4:00 p.m., to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.



Last Revision: December 2012
May 14, 2001
Updated March, 2023

TOWN OF SMITHS FALLS JOB DESCRIPTION

POSITION: DEPUTY TREASURER

DEPARTMENT: CORPORATE SERVICES

REPORTS TO: DIRECTOR OF CORPORATE SERVICES/TREASURER

POSITION OVERVIEW INCLUDING PURPOSE AND SCOPE: Reporting to the Director of Corporate Services/Treasurer, this position is responsible for the administration of financial services, programs, policies and procedures for the Corporation of the Town of Smiths Falls fulfilling all statutory requirements of the Deputy Treasurer as outlined in the Municipal Act, 2001 and performs the duties of the Treasurer in their absence. The Deputy Treasurer prepares corporate and departmental Financial Reports, assists in the co-ordination and preparation of the annual Budget, provides financial guidance and advice to Department Directors and staff. The Deputy Treasurer provides supervision and guidance to financial staff of the department.

WORKPLACE: Corporate Services Office – Municipal Complex

SPECIFIC SKILLS, ABILITIES AND KNOWLEDGE:

- Experience in municipal policy development with a good working knowledge of relevant Ontario legislation.
- Thorough working knowledge of the Municipal Act, investment and debt management, Provincial/Federal funding programs, property taxation, auditing principles and practices and other related legislation or regulations.
- Demonstrated knowledge of all legislation and regulations pertinent to the financial function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards.
- Strong financial and business management skills and effective problem-solving skills.
- Strong analytical skills ensuring accuracy with large volume and diversity of work, ability to model financial data, planning and forecasting skills.
- Advanced knowledge of accounts payable/receivable, procurement procedures, capital asset accounting and general ledger administration.
- Working knowledge of local government functions and responsibilities, municipal finance, investment and debt management, and budgeting.
- Demonstrated attention to detail, ensuring accuracy with large volume and diversity of work.
- Demonstrate excellence in customer service by providing clear expectations to staff and adhering to the standards. Show leadership and guidance with regard to a strong customer service ethic to staff and customers.
- Strong public engagement skills.
- Demonstrated leadership skills and management skills.

- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities, based on urgency and importance.
- Excellent interpersonal, organizational, communication, research, and time management skills.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, spreadsheets and database management, and the ability to work through the complexities of data upload, data extraction and preparing complex reports. Knowledge of Asyst software is an asset.
- Demonstrated ability to manage multiple projects and timelines.
- Demonstrate political acumen and the ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality.
- Ability to work effectively at fostering good rapport and cooperative business and working relationships; to resolve conflicts, negotiate, mediate, facilitate and present complex financial information to Council, ratepayers, the general public, a wide variety of stakeholders and fellow employees.

DUTIES:

- Perform the statutory duties of the Deputy Treasurer, as well as of the Director of Corporate Services/Treasurer (in their absence).
- Assist in administering the financial affairs of the municipality on behalf of and under the direction of the Treasurer.
- Ensure that accounting practices and internal controls are implemented in compliance with Provincial guidelines, PSAB, etc.
- Assists with overseeing the annual audit and cooperates with the auditor regarding yearly or interim audits by ensuring that all necessary information and documents are available.
- Provide supervision, guidance, direction, leadership, and control to staff in the Finance Division, including staff scheduling.
- Coordinate vacation scheduling for the Corporate Services Department.
- Responsible for establishing/amending business processes, system enhancements and efficiencies.
- Responsible for hiring and conducting performance reviews of Finance Division staff.
- Assist with regularly creating, reviewing, analyzing, and modifying all internal departmental policies and procedures.
- Develops and provides required training for all staff in the areas of budget and financial reporting.
- Research and develop reports and by-laws for Council as requested by the Treasurer.
- Responsible for the corporate credit card program.
- Responsible for reviewing and determining the permissions of users of the municipal Financial Software.
- Other duties as assigned

RECOMMENDED QUALIFICATIONS:

- Minimum Education: 3 year post-secondary
- Minimum Experience: 3 years in municipal finance position
- High computer literacy
- Strong communication skills
- Desirable: recognized accounting designation or enrolment in the CPA program.
Completion of the AMCTO designation.