



# SMITHS FALLS

RISE AT THE FALLS

## TOWN OF SMITHS FALLS

### JOB DESCRIPTION

<b>POSITION:</b>	Deputy Treasurer
<b>DEPARTMENT:</b>	Corporate Services
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	13
<b>SUPERVISOR:</b>	Director of Corporate Services/Treasurer
<b>REVISION DATE:</b>	July 2023

**POSITION SUMMARY 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 department.

#### **DUTIES AND RESPONSIBILITIES:**

- 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.
- 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, analysing, 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.

### **EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- Minimum Education: Post-Secondary degree/diploma in Accounting, Finance, Economics, Business Administration or related field.
- 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.

### **SKILLS AND COMPETENCIES:**

- 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.