

## The Corporation of the Township of Gillies

---

### Under Review

**Position Title:** Treasurer-Deputy Clerk  
**Reports to:** Municipal Clerk  
**Salary Range:** \$47,000 - \$52,000  
**Job Type:** Permanent Full-Time

#### **Purpose of Position:**

The Treasurer will fulfill the statutory requirements of the Municipal Act and play a critical role in managing the financial affairs of the municipality, ensuring compliance with relevant regulations, and contributing to the overall financial health and sustainability of the community.

As the Deputy Clerk the individual will support the Clerk as required, including but not limited to, attending Council Meetings in their absence.

#### **Scope of Position:**

- To fulfill the statutory requirements of the Municipal Act.
- Manage and oversee the financial duties of the municipality.
- Complies with legislation, by-laws, resolutions, policies, and decisions of Council.
- Work within the policies, procedures and priorities established by legislation, by-laws, and resolutions.
- Maintains accepted office management practices.
- Liaises with other departments and committees during budget deliberations or other appropriate times as related to finance.
- Maintain a high level of professionalism both within and outside the corporate setting.

#### **Responsibilities:**

##### Municipal Treasurer

- Performs statutory duties of Municipal Treasurer under the Municipal Act and other Acts of Legislature.
- Helps Council in the preparation of the annual budget by providing accurate information in terms of potential revenue and expenditure estimates.
- Facilitates long range financial planning to ensure the solvency of the municipality.
- Make applications for grants from various sources and monitoring receipt of same. Establishes and monitors processes by which other revenues can be secured.
- Arranges for the borrowing of monies where necessary.

- Keeps the Township “books” which means ensures that processes are in place for the security of all monies and/or other financial assets collected and held by or on behalf of the municipality or held and administered in trust by the municipality.
- Ensure that complete and accurate records are kept so as to correctly reflect the assets and liabilities of the municipality and so as to provide a complete history of all transactions undertaken on behalf of the municipality.
- Prepares all journal entries, distribute and post accounts payable and receivable to General Ledger.
- Prepare monthly bank reconciliations for the operating account, reserve accounts, trust account, tax account, payroll accounts, and any other as necessary.
- Prepare regular financial reports to Council and Department Heads pertaining to the revenues and expenditures recorded to date versus budget,
- Co-ordinates the performance of the annual audit with the Municipal Auditor; prepares necessary working papers, as well assist with the FIR.
- Ensures that all accounts owing by the municipality are paid promptly.
- Ensures that all expenditures and/or payment are authorized by Council and/ or made under authority of municipal or provincial legislation.
- Prepares such financial reports as are required by the Province and/or Federal Governments.
- Prepares the tax bills and inserts for mail out twice a year; takes appropriate measures to ensure that tax arrears are kept at a low level.
- Prepares supplemental billings as directed and guided under Council Policy.
- Pursues tax collection measures as directed and guided under Council Policy.
- Prepares tax certificates for solicitors for the Clerk to sign.
- Enter information as required by MPAC including, yearly updates, address changes, assessment changes, and other reports as required.
- Prepare and administer Request for Proposals, Request for Quotes and tenders in accordance with council direction and procurement policy, with review by the Clerk.
- Oversee risk management, including identifying, assessing, and mitigating financial risks, and implementing risk management policies and procedures.
- Maintain and review the municipality's insurance policies, ensuring appropriate coverage for assets, liabilities, and operations.
- Oversee the Municipal Asset Management program
- Stay on top of changes in financial regulations, legislation, and best practices, and ensure the municipality's compliance.
- Provide strategic financial advice and support to the Clerk and Council.
- Attend Council Meetings.
- Attending training as directed by the Clerk.
- Other duties as assigned by the Clerk.

## Deputy Clerk

- As directed by the Clerk the Deputy Clerk may be required to do the following:
- Perform statutory duties under the Municipal Act and other Acts of the Legislature.
- Assist the Clerk in drafting by-law, policies, resolutions and minutes for Council consideration.
- Conduct necessary research, to provide background information.
- In the absence of the Clerk, prepare agendas and background material for Council meetings.
- In the absence of the Clerk, record minutes of meetings.
- Communicate and execute Council decisions.
- Assist the Clerk in the preparation of municipal elections under legislation.
- Responsible for proper records management in accordance with policy.
- Any other duties as directed by the Clerk.

## Other Duties under direction of the Clerk

- Oversee and set up meetings online for Council/Public Meetings.  
(Zoom or other platforms that may change from time to time)
- Administers Cemetery (Riverside and Pinegrove):
  - (a) maintains cemetery records
  - (b) ensures trust account for Cemetery is accurately maintained.
  - (c) act as a conduit for information or access to Riverside and Pinegrove Cemetery.
- Lottery Licensing Officer
  - (a) administer the duties of the Lottery Licensing Officer using the municipal by-law and the policies of the Lottery Licensing Policy Manual issued by the Alcohol and Gaming Commission of Ontario.
- Education and Training
  - (a) Must be willing to be enrolled in the Municipal Administration Program and/or other courses through AMCTO if not already achieved.
  - (b) Must be willing to enroll in other courses identified by the employer if required. Examples may include Cemetery Sales Representative, Lottery License Officer, MFIPPA, etc.

## **Working Conditions:**

- Works in municipal public office setting and in view of the public; work is subject to frequent and ongoing interruption and priority shifts.
- Work involves a heavy volume and variety of tasks, many of which have tight deadlines and frequent periods of peak activity.

- Usual hours of work: 8:30 a.m. to 4:30 p.m. four days per week, with ½ a half hour unpaid lunch break between 12:00 to 12:30 p.m.
- Attendance at two monthly evening Council meetings and other meetings of Council as set, from time to time.
- Periodic workshops, conference, webinars, etc as directed by the Clerk.

Total average hours per week including office hours and evening meetings is 32.

### **Knowledge and Skills:**

- An understanding of the Zoom platform (or other platforms from time to time) or willingness to learn.
- Formal training and/or relevant responsible experience in municipal administration and finance; good knowledge of the community; organizational and analytical ability; judgement; tact; public relations and communications skill; ability to establish and maintain effective working relationships inside and outside the corporation; full knowledge of provincial legislation and policy that affects local government.
- Advanced computer skills including a thorough knowledge of accounting software (Munisoft preferred).
- Computer literacy in word processing and spreadsheet application (Excel) is required.
- Maintain a high degree of confidentiality and privacy related to sensitive information as provided through under *The Municipal Freedom of Information and Protection of Privacy Act*.
- Exhibit a high level of integrity during and after office hours.
- Ability to exercise good judgement in remaining sensitive to the needs and opinions of the co-workers and public.
- Ability to work well with minimal direction from the Clerk.
- Able to take and follow direction from the Clerk.
- Able to uphold all decisions of Council.
- Must be able to arrive to work on time, no transit is available due to the rural location.