

MUNICIPALITY OF HURON SHORES POSITION DESCRIPTION

Position: Assistant Treasurer	Date approved: Jan. 10, 2007 Revised: Oct. 2, 2020
Reports to: Treasurer/Tax Collector	Approved by: Council

POSITION SUMMARY:

Reporting to the Treasurer, this position is responsible for: general ledger maintenance; municipal payroll and assists the Treasurer with accounts payable and other Treasury Department activities of a general accounting nature.

Major Duties and Responsibilities:

- Records and/or posts general journal entries.
- Sets up journal entries to ensure that all financial transactions are in balance with subsidiary records e.g. bank balancing, tax balancing, continuity of reserve accounts, segregation of grant revenues and grant related expenses.
- Creates and maintains spreadsheets summarizing various areas of Treasury responsibility, e.g. distribution of payroll deductions, reserves, taxation revenue, payments-in-lieu (PIL), and distribution to four school boards.
- Prepares and distributes comparison to budget reports, on a monthly basis, for each municipal department and each Committee of Council.
- Prepares and distributes the municipal payroll. Processes payroll documents monthly, or as required e.g. remittances to Revenue Canada, Employment Insurance Commission, Canada Pension Plan, Employee Health Tax, Workplace Safety and Insurance Branch, employee health benefits insurers, OMERS, etc. Issues Records of Employment.
- Maintains employee records relating to vacations, sick leave, banked overtime, etc.
- Receive incoming accounts payable invoices and distribute to departments for approval. Prepares and processes approved account payables.
- Prepares and distributes tax write-offs, supplemental and omitted assessments

- Completes tax payment investigation/reversal, as required.
- Reconciles and invoices PIL and advises the Ministry of discrepancies.
- Assists Treasurer/Tax Collector with preparation of annual budget.
- Assists Treasurer/Tax Collector with interim and final tax billings.
- Maintains the asset management system and, together with Treasurer, records assets purchased and sold and amortization of assets in general ledger. Reconciles the asset management system and general ledger on a quarterly basis.
- Annually, at year-end, together with Treasurer/Tax Collector, prepares audit working papers that document all general ledger accounts.
- Other duties, as assigned.

Education/Experience/Skills

Education: A college diploma in an accounting related discipline or an acceptable combination of education and related experience.

Completion of the Municipal Accounting and Finance Program and/or Municipal Tax Administration Program preferred.

Experience: Minimum three (3) years related experience.

Skills: General knowledge of municipal accounting requirements and practices.
 Good interpersonal and communication skills (oral and written).
 Good level of computer literacy.
 Sound business acumen.

Independence of Action

The work requires the application of established methods or procedures; may involve a choice of methods.

Impact of Errors

Errors in tax billing, payroll and failure to meet grant deadlines may cause waste, delays, loss of time and/or money, and cause some

embarrassment within the organization and have a negative impact on its public image.

Contacts

Courtesy and tact required in explaining, exchanging data or information.

Leadership

Leadership responsibility is not normally part of the job requirement, but there is a requirement, from time-to-time to show others how to perform tasks or duties.

Physical Demands/Sensory Demands

Majority of work is performed in a typical office setting. Workflow requires constant effort with extra effort necessary to meet unexpected deadlines. Deadlines not met could result in serious consequences. Visual and aural concentration is required on a frequent basis.

Working Conditions

Work is usually performed in a typical office setting. Occasionally required to deal with difficult people.