

MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION

Position: Treasurer/Tax Collector	Date approved: January 10, 2007
Reports to: CAO/Clerk	Approved by: Res. #07-01-24

POSITION SUMMARY:

A senior management position, this position is responsible for the proper performance of the statutory duties of the Municipal Treasurer-Tax Collector. Includes responsibility for the development and maintenance of efficient and effective accounting systems and for the billing and collecting of property taxes. Acts as Council's principal policy advisor on financial matters and has responsibility for the appropriate management and coordination of municipal financial services.

Major Duties and Responsibilities:

- Responsible for the statutory duties of Municipal Treasurer as set out in the Municipal Act, 2001.
- Provides Council, the Finance Commissioners and the CAO/Clerk with financial policy and investment advice and guidance, as required.
- Develops and prepares the Municipality's annual operating and capital budgets in consultation with the CAO/Clerk.
- Assists local Boards/Commissions with the preparation of their annual budgets. Prepares line by line budget drafts for review by the Finance Commissioners and finalizes the budget for approval and adoption by Council. Monitors budget performance throughout the year to ensure compliance.
- Ensures that approved Municipal budget allocations are efficiently and effectively managed in accordance with Council's direction and the Municipality's by-laws and procedures.

Provides budget progress/status reports to the CAO/Clerk and Council, as requested.

- Prepares and/or facilitates annual financial reports to various provincial ministries and agencies as required by legislation.
- Responsible for the proper administration of the municipal tax collection system including: tax billing, assessment calculations, capping calculations, tax collection, the collection of tax arrears, administering tax sales, and issuing tax statements and supplemental bills.
- Responsible for the effective management of the all relevant accounts payable and receivable ledgers and payroll systems.
- Develops and manages sound accounting procedures for the handling and posting of all cash receipts and banking operations.
- Attends at Council meetings and other special meetings, as requested by Council.
- Provides effective supervision of departmental human resources. Plans, schedules and oversees work schedules, assignments and procedures to maximize operational effectiveness and efficiency.
- Recommends to the CAO/Clerk the lay-off, discipline, suspension, or dismissal of Treasury Department employees.
- Identifies existing and emerging staff training and development shortfalls and makes written recommendations to Council to meet such needs, for the Department.
- Oversees the Municipality's payroll system and administers the employee group insurance benefits programs and pension plan (Ontario Municipal Employees Retirement System).
- As required, provides assistance to the Municipality's auditor by providing information and details required to perform the annual financial audit.
- Issues lottery licences in accordance with provincial legislation. Includes responsibility for investigating eligibility, ensuring

compliance with provincial gaming regulations, verifying reports and completing quarterly reports.

- Maintains effective liaison with representatives of appropriate provincial ministries and agencies; maintains awareness of trends and issues and ensures that all financial operations are in compliance with provincial standards and legislation.
- Responds to enquiries and complaints from the public regarding Treasury functions; conducts thorough investigations, reports and explains situations in a tactful manner and in understandable terms; documents all incidents or public complaints.
- In conjunction with the CAO/Clerk, oversees the financial performance of all contracts and agreements entered into by the Municipality; ensures that all contractual obligations are fulfilled in a satisfactory manner.

Education/Experience/Skills

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

Completion of the Municipal Tax Administration Program and Municipal Accounting and Finance Program desirable.

Experience: Minimum five (5) years progressively responsible senior municipal financial management experience.

Skills: Good working knowledge of municipal accounting requirements and practices.
Good interpersonal and communication skills (oral and written)
Good working knowledge of the Municipal Act, Assessment Act and other applicable provincial legislation (Ontario)
Good level of computer literacy
Sound business acumen

Independence of Action

Adapts procedures as required. Recommends changes to current policies and procedures. Develops and recommends new methods or solutions to complex problems in situations where there are currently no guidelines or formal procedures.

Impact of Errors

Errors in financial analysis, judgement and in rendering financial advice could result in serious loss of time or financial resources and cause significant embarrassment within the organization and/or have serious impact on its public image.

Contacts

Tact, diplomacy and human relations skills are required for contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading, motivating or securing the cooperation of others.

Leadership

Required to assume, on a continuing basis, the normal leadership and/or supervisory responsibilities over others.

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 continuous basis.

Working Conditions

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