



## **Employment Opportunity – Township of North Dundas Deputy Treasurer – Full time**

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community that is home to a population of approximately 12,000 with municipal headquarters in the Village of Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre and numerous community events throughout the year including the popular *Meet Me on Main Street* event series.

The Township of North Dundas is seeking a motivated, organized, team member for the position of Deputy Treasurer. As Deputy Treasurer, you will play a key role in the annual budget preparation, year end processes and the annual audit. You will be responsible for compiling, reviewing, analyzing and reporting financial data for internal and external stakeholders that will be used in municipal decision making.

If you are seeking a rewarding career, where you can be a part of a team that makes a difference in the community, apply to join us, by submitting your resume and cover letter by 2:00 pm Wednesday, July 27, 2022 to:

John Gareau, Treasurer/Director of Finance  
Township of North Dundas  
636 St. Lawrence St., P.O. Box 489  
Winchester, ON, K0C 2K0  
Fax: 613-774-5699  
Email: [careers@northdundas.com](mailto:careers@northdundas.com)

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. A full job description follows below.

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodations in order to apply or interview for the position with the Township of North Dundas, we will endeavour to make such accommodations. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

# TOWNSHIP OF NORTH DUNDAS

## *JOB DESCRIPTION*

<b>JOB TITLE:</b> Deputy Treasurer	Approved: April 12, 2017 Revised: December 11, 2019 <b>LAST REVISION DATE:</b> June 28, 2022
<b>REPORTS TO:</b> Treasurer/Director of Finance	APPROVED BY: Council Resolution #
<b>WAGE GRID LEVEL:</b> Grade 9 2022 rate \$67,811 to \$79,311 (under review)	Effective: July 18, 2022

### **Position Summary:**

Reporting to the Treasurer/Director of Finance, this position is responsible for compiling, reviewing, analyzing and reporting financial data for internal and external stakeholders. This will include regular preparation, review and analysis of financial reports, assistance with preparation of year-end working papers to support the external audit, provide data for the annual financial statements, the FIR (Financial Information Return), as well as ad-hoc analysis and report preparations to assist departments in making key business decisions; assist in the preparation, reconciliation, review and analysis of the annual operating and capital budgets; ensure compliance with the Municipal Act, Municipal policies, as well as appropriate internal control processes and procedures; also responsible for all payroll functions, assisting/completing bank reconciliations, journal entries, budget transfers and other duties as assigned.

### **Education and Experience:**

- Four-year university degree in accounting, economics, business or a related discipline. A combination of relevant work experience and education will also be considered.
- Certificate in Municipal Accounting and Finance would be considered an asset.
- A professional accounting designation or actively working towards one, would be considered an asset.
- Three years of relevant experience in accounting/financial analysis, preferably in a municipal or public sector environment with supervisory responsibility.
- Working knowledge of GAAP, PSAB (Public Sector Accounting Board) Standards, municipal financial legislation/regulations including the Municipal Act and the Assessment Act.

- Excellent interpersonal, organizational, analytical, problem solving, communication, research, financial and time-management skills.
- Proficiency working in a computerized environment, specifically Microsoft Office applications, including advanced Excel skills
- Ability to prioritize and handle multiple projects and tasks, meet deadlines and work under pressure.
- Willingness and ability to learn and apply new technology as it relates to financial software and systems.
- Demonstrated customer focus and ability to build strong professional relationships with internal and external stakeholders; commitment to confidentiality and professional ethics.
- Ability to deal courteously and effectively with departmental and corporate contacts at all levels
- Working knowledge of Vadim Municipal Software would be considered an asset.

### **Duties and Responsibilities:**

- Provision of all payroll related duties - including performance of bi-weekly payroll duties; issuance of T4's and T4A's at end of year; source deduction filings with CRA and/or various government agencies; maintaining employee benefit programs including preparation and filing of all requisite forms.
- Prepare monthly bank reconciliations for all Township bank accounts.
- Prepare budget templates, documentation, budget guidelines and other information relevant for management to use during budget deliberations.
- Monthly analysis of departmental spending vs budgeting, and analysis/explanation of budget variances.
- Attend Council meetings as requested.
- Provide cost benefit analysis, reconciliation and other financial assistance to staff as requested and required.
- Assist with grant applications and claim reports as required.
- Overseeing TCA (Tangible Capital Asset) accounting, including compilation and reporting, data entry and calculation of annual depreciation amounts.
- Supervising Asset Management Coordinator, and/or junior accounting personnel.
- Provide direction and oversight responsibility for the updating of the Asset Management Plan (AMP), as well as continual updating and revision of the plan as projects are completed or more/better information becomes available;
- Contribute to development of the 10-year capital budget plan
- Prepare and file HST returns as required under applicable legislation.
- Prepare account analysis, balancing and reconciliation; year-end working papers and other information to assist with preparation of year end audited financial statements and the Financial Information Return;

- Preparation of any required adjusting journal entries to ensure accuracy of account balances at year end and throughout the year.
- Assist in providing timely and accurate financial information as required, to Finance and to other departments throughout the municipality.
- Providing back-up assistance for accounts payable functions, entering invoices in Vadim and processing cheques and electronic funds transfers (EFT's) for payment to suppliers;
- Provide assistance on enquiries from the Tax Administrator and the Utility Billing, Accounts Receivable/Payable Coordinator,
- Assist with reserve and reserve fund analysis and policy,
- Perform and provide Treasurer's duties in absence of Treasurer/Director of Finance, including attendance at monthly council meetings if so requested.
- Other duties as assigned

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**

*The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*