

# THE CORPORATION OF THE MUNICIPALITY OF NEEBING

## JOB DESCRIPTION

**POSITION TITLE:** Deputy Clerk-Treasurer

**REPORTING RELATIONSHIP:** Reports to the Clerk-Treasurer.

**PURPOSE OF POSITION:**

To provide a wide variety of financial and administrative services; and

To provide coverage for the services provided by the Clerk-Treasurer from time to time in that person's absence.

**SCOPE OF POSITION:**

Complies with legislation, by-laws, resolutions, policies, and decisions of Council;

Works within the policies, procedures and priorities established by legislation, by-laws, and resolutions;

Maintains accepted Public Sector Accounting, municipal book-keeping and general office management practices; and

Liaises with other departments, external agencies and committees to communicate decisions and policies of Council.

**RESPONSIBILITIES:**

1. **Deputy Clerk**

- 1.1. Performs the duties outlined in the job description for the Clerk-Treasurer, under Section 1 "Municipal Clerk" in the absence of the Clerk-Treasurer, and/or as directed by the Clerk-Treasurer.
- 1.2. Attends evening Council and/or Committee, Board, Agency or other meetings as directed, and record the minutes of same.
- 1.3. Acts as Deputy Returning Officer under the Municipal Elections Act, 1996, for municipal elections, by-elections or referenda.
- 1.4. Assist the Clerk-Treasurer with planning and development applications, as set out under Section 4.1 ("Other duties") of the job description for the Clerk-Treasurer.

## **2. Deputy Treasurer**

- 2.1. Performs the duties outlined in the job description for the Clerk-Treasurer, under Section 2 “Treasurer” in the absence of the Clerk-Treasurer, and/or as directed by the Clerk-Treasurer.
- 2.2. At the direction of the Clerk-Treasurer, makes application for grants from various sources and monitoring receipt of same.
- 2.3. Working with the Clerk-Treasurer, and at his or her direction, keeps complete and accurate records 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.
- 2.4. At the direction of the Clerk-Treasurer, prepares journal entries, and distributes and posts accounts payable and receivable to General Ledger.
- 2.5. At the direction of the Clerk-Treasurer, undertakes the monthly bank reconciliation.
- 2.6. At the direction of the Clerk-Treasurer, processes payments for accounts owing by the Municipality.
- 2.7. At the direction of the Clerk-Treasurer, provide collection services for accounts owing to the Municipality
- 2.8. At the direction of the Clerk-Treasurer, prepares such financial reports as are required by the Province, the Federal government, grantors, external agencies and contractual parties.
- 2.9. At the direction of the Clerk-Treasurer, prepares tax bills and relevant inserts for mail out on a frequency established by Council (currently twice per year).
- 2.10. Research and provide answers to questions of constituents relating to the Municipality’s finances or their individual tax or other accounts. This includes the preparation of tax certificates for solicitors (relating to real estate transactions) as requested from time to time, and responding to inquiries relating to tax rates, ratios, property assessments, and other finance-related issues.

### **3. Lottery Licensing Officer**

- 3.1. Assists individuals applying to the Municipality for licences issued by the authority of the Alcohol and Gaming Commission of Ontario, in accordance with applicable statutes, policies and regulations; and
- 3.2. Administers 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.
- 3.3. Reports to the Province on lottery licensing matters, as required.

### **4. Miscellaneous**

- 4.1. Provides commissioner of oaths and/or notary public services to the public;
- 4.2. At the direction of the Clerk-Treasurer, participate on the health and safety committee;
- 4.3. At the direction of the Clerk-Treasurer and/or as appointed by Council, participate in emergency management;
- 4.4. At the direction of the Clerk-Treasurer, organize seminar and conference attendance for members of Council;
- 4.5. Undertake any other duties as assigned by the Clerk-Treasurer

### **WORKING CONDITIONS:**

Works in municipal public office conditions and in full view of the public; work is subject to frequent and ongoing interruptions and priority shifts.

Work involves a heavy volume and variety of tasks, many of which have tight deadlines and frequent periods of peak activity.

The office is open from 9:00 a.m. until 5:00 p.m., Monday through Friday (subject to change at Council's direction). The office staff work with one another (under the direction of the Clerk-Treasurer) to ensure customer service availability within those time frames, together with appropriate required evening meeting attendance. Hours are flexible to prevent overtime and to include in each work day lunch breaks for staff in accordance with their employment contracts. Lunch and other breaks are scheduled at mutually convenient times with other office staff.

Regular evening Council meetings (currently twice per month throughout the year excepting January, July and August, when the regular meeting is once per month) and such special meetings of Council and/or other boards, associations, agencies or committees, as are set from time to time. As a rule, the Clerk-Treasurer and Deputy Clerk-Treasurer alternate attendance at the monthly Council meetings and financial information is presented, whenever possible, at the meeting attended by the Treasurer.

Periodic attendance at *workshops, conference, webinars*, etc. is required. Some out of town travel is required.

Total average hours per week, including office hours and evening meetings is to be kept to 40 insofar as is possible.

### **KNOWLEDGE AND SKILLS:**

Formal training and/or relevant responsible experience in municipal administration and finance; organizational and analytical ability; judgement; tact; public relations and communications skill; ability to establish and maintain effective working relationships inside and outside the corporation; and full knowledge of provincial legislation and policy that affects local government.

The ability to operate and manage computers, with word processing and spread sheet capability is required.

Required to be bond-able.

A thorough understanding of the municipal legal and financial processes is required.

The Deputy Clerk-Treasurer must exhibit a high level of integrity both during and after office hours, serving the public in a truthful, courteous and professional manner.

The Deputy Clerk-Treasurer must have the ability to exercise good judgement while remaining sensitive to the needs and opinions of his or her co-workers and the public.

The Deputy Clerk-Treasurer must have the ability to work well with minimal direction from the Clerk-Treasurer.

### **SALARY BANDWIDTH:**

Starting rate: \$52,546.26

Job Rate: \$57,596.26

September 2019