



TOWNSHIP OF LAURENTIAN VALLEY

JOB DESCRIPTION

JOB TITLE: Treasurer/Deputy CAO

DEPARTMENT: Finance

REPORTS TO: CAO/Clerk

DATE: March 4, 2025

POSITION CLASS:

- PERMANENT
- CASUAL
- FIXED TERM

POSITION TYPE:

- FULL TIME
- PART-TIME

HOURS: 35 HOURS/WEEK

- COUNCIL MEETINGS
- FLEXIBLE HOURS

POSITION SUMMARY

Reporting to the CAO/Clerk, the Treasurer/Deputy CAO has responsibility for maintaining the financial records of the Corporation, maintains Asset Management Programs for the Corporation, assists auditors with preparation of financial reports of the Corporation and Local Boards, and provides informative financial analysis to Council, Departments, Ratepayers and Provincial Ministries. The Treasurer exercises general financial control over all departments of the Corporation.

QUALIFICATIONS

- Completion of Post-Secondary Education in Business Administration or Finance.
- A recognized accounting designation would be considered an asset.
- Must have a minimum of five years experience in a Finance Department at a Management level.
- Experience in Municipal Tax Administration and finances would be considered an asset.
- Knowledge of Vadim i-City Financial suite programs would be considered an asset.
- CMO Designation would be considered an asset.
- Strong interpersonal skills combined with excellent oral and written communication skills.
- Working knowledge of payroll management and Municipal year end auditing process.
- Superior analytical and strategic skills.
- Must be bondable.

POSITION RESPONSIBILITIES

1. Performs the statutory duties of the Treasurer
2. Responsible for the coordination, analysis and final preparation of the Township of Laurentian Valley Budget
3. Acts as Human Resources Co-ordinator
4. Exercise general financial control over all departments of the Township of Laurentian Valley
5. Performs the duties of the CAO/Clerk in his/her absence



TOWNSHIP OF LAURENTIAN VALLEY

DETAILED JOB DESCRIPTION

JOB TITLE: Treasurer/Deputy CAO
DEPARTMENT: Finance
REPORTS TO: CAO/Clerk
DATE: March 4, 2025

POSITION RESPONSIBILITIES	POSITION DUTIES
1. Performs the statutory duties of the Treasurer	<ul style="list-style-type: none">• Responsible for maintaining appropriate accounting and financial controls;• Acts as one of the signing officers for the Corporation;• Analysis of financial data and writing of reports on behalf of Council and Committees;• Maintains all general ledgers;• Reviews and reconciles grant applications as required;• Ensures all payroll processes are complete;• Ensures reconciliation of HST applications are complete;• Assists the Auditor with all statutory financial statements and report the supporting working papers. Provides assistance to the Municipal Auditors during the audit of year-end financial statements;• Supervises and verifies all activities relating to billing, collecting and recording of taxes and all other finance related activities of the Corporation and prepares month-end and year-end journal entries as required. Reconciles all activities to the general ledger;• Ensures tax notices and updates for inclusion in mailings, publication in media or posting on website;• Responsible for tax sale process;• Responsible for reconciliation and remittance of upper tier and education levies;• Performs the statutory duties of the Tax Collector;• Maintains the Asset Management Reporting System as required by PSAB3150 regulations;• Prepares all Year End Report Reconciliations;

	<ul style="list-style-type: none"> • Annually reviews, oversees and updates schedules for Municipal Insurance; • Supervises the Finance staff. • Responsible for Municipal financial software and the server for the Corporation; • Ensures that all current Finance policies and procedures have been adopted by Council; • Assists in the organization of effective and efficient implementation of Council policies and procedures. • Keep Committee Chair and committee apprised and in the loop of ongoing activities
<p>2. Responsible for the coordination, analysis and final preparation of the Township of Laurentian Valley Budget</p>	<ul style="list-style-type: none"> • Directs the formulation and administration of the annual operating and capital budgets for the Corporation; • Prepares documentation to support the annual estimates to Council for approval, including the proposed operating and capital budgets and a five year capital expenditure forecast; • Establish municipal tax rates from approved budgets; • Reviews and monitors all departments' budgets and reports variances to the CAO/Clerk; • Conducts effective monitoring of revenues and expenditures of the Corporation in accordance with approved budgets; • Presents the annual operating, capital and long-range budgets to Council and the Public, in conjunction with the CAO/Clerk.
<p>3. Acts as Human Resources coordinator</p>	<ul style="list-style-type: none"> • Provides assistance in the preparation of employee benefits policies, performance management, pay and compensation system, and pay equity programs; • Assists with negotiations and other employee matters as they arise; • Assists the CAO/Clerk in research for policies and in policy interpretation as required; • Recommends to the CAO/Clerk, when appropriate, the appointment, employment, suspension or dismissal of the supervised employees, recognizing the policy and procedures for the Corporation; • Recommends to the CAO/Clerk on matters concerning wages, salaries, working conditions and terms of employment. • Administers WSIB Claims and handles inquiries.

<p>4. Exercise general financial control over all departments of the Township of Laurentian Valley</p>	<ul style="list-style-type: none"> • Maintains all of the Corporations financial systems; • Controls and produces reports as required; • Ensures proper financial controls are in place; • Maintains a cash management system for all Funds of the Corporation; • Reviews all supporting documents for and signs cheques.
<p>5. Performs the duties of the CAO/Clerk in his/her absence</p>	<ul style="list-style-type: none"> • Shall carry out the full responsibilities of the CAO/Clerk; • Assist CAO/Clerk as required.

The foregoing 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.