



TOWNSHIP OF MACHAR
Always in Season

is recruiting for a
TREASURER DEPUTY CLERK

This is a full time position in our Administration Department,
consisting of 35 hours per week plus overtime as required.

Requirements for the position are:

- Post secondary diploma or degree in accounting.
- Municipal Administration Program designation, or equivalent experience with willingness to obtain MAP.
- Experience in the municipal field.
- Good knowledge and understanding of municipal accounting and procedures.
- Asset management experience.
- Good organizational skills and good public relation skills.
- Ability to exercise diplomacy and confidentiality.
- Excellent communication skills and excellent computer skills.
- Ability to work in a team environment and independently.
- Must have reliable transportation/vehicle.
- Police Record Check will be required.
- Must be bondable.

Rate of Pay \$38.78 - \$43.10/hour

Interested and qualified candidates are asked to submit a detailed resume
and signed cover letter as soon as possible, but no later than:
3:00 pm on Fri, Apr 29, 2022 to:

Brenda Paul, AMCT
Clerk-Administrator
Township of Machar
73 Municipal Rd N, Box 70
South River, ON POA 1X0
Fax 705-386-0765

www.machartownship.net

Only those selected for an interview will be contacted.
The information provided will only be used for the purposes
of this position and will be managed in confidence with the MFIPPA.

TOWNSHIP OF MACHAR - JOB DESCRIPTION

POSITION TITLE: **TREASURER-DEPUTY CLERK**
REPORTING RELATIONSHIP: **REPORTS TO CLERK ADMINISTRATOR**

PURPOSE OF POSITION

To assist the Clerk Administrator in the fulfillment of her statutory duties.
To attend and record minutes of Council and Committee meetings in the Clerk Administrator's absence or as assigned. To assist in the administration and operation of the Township office.

SCOPE OF POSITION

Works in accordance with the accounting and administrative policies and practices in the Township and according to the provisions of the Municipal Act and other acts of the Legislature.

RESPONSIBILITIES

DEPUTY CLERK DUTIES Corporate Management

1. In Clerk Administrator's absence, prepare agendas, attend Council meetings, draft and record resolutions and proceedings of Council according to Council procedures and respond to correspondence as directed by Council.
2. Commissioner for Oaths and Affidavits.
3. Elections – Deputy Returning Officer.
4. Prepare and format by-laws and policies.
5. Respond to correspondence as directed by the Clerk Administrator.
6. Assist in preparing documentation for lakeshore road closings and planning applications.

TREASURY DUTIES Finance and Accounting

1. Prepare and present budget. Receive and disburse municipal funds according to Budget.
2. Co-ordinate the accounts payable monthly. Prepare vouchers for Council's approval on a monthly basis. Prepare cheques and post to General Ledger.
3. Reconcile all Township bank accounts monthly.
4. Prepare HST remittances when due.
5. General accounting procedures which include balancing of cash and receipts, preparation of bank deposits and all accounts receivable and payable functions as needed.
6. Asset management.

PAYROLL DUTIES Human Resources

1. Prepare and distribute payroll on a bi-weekly and monthly basis.
2. Prepare Receiver General remittances for deductions monthly and EHT/WSIB remittances.
3. Record overtime and payment of overtime in accordance with Council's policies.
4. Balance payroll at year end and prepare T4 slips.
5. Prepare record of employment forms upon termination of employment.
6. Maintain records of sick leave, vacation credits, overtime and use in accordance with Council's policies.

TAXATION DUTIES Tax Collection

1. Preparation and issuance of tax bills.
2. Receive tax payments by mail, telephone banking and at the counter, explain tax bills and tax policies to ratepayers, issue receipts, deal tactfully with inquiries and complaints. Ensure changes recorded to tax roll. Preparation of tax registration documentation to recover chronic arrears using the Municipal Tax Sales Act.
3. Issue NSF correspondence when required and complete necessary adjustments and charges on tax roll and in General Ledger.

PUBLIC RELATIONS

Maintain effective liaison with public. Provide assistance or direction with those in need and deal tactfully with irate people and with those unable to express themselves appropriately.

OTHER

1. Train and provide direction to new office staff.
2. Other duties as assigned by Clerk Administrator.

WORKING CONDITIONS

Usual public office conditions. Work is subject to hectic peak periods and to deadlines (eg. tax time, year end, etc.). Expected to organize/prioritize work, deal with frequent interruptions and cope with complaints from the public. Usual hours of work are 8:30 am to 4:30 pm (1 hour lunch unpaid) plus when required for any Council and Committee meetings. Must be able to commit to additional hours when required.

WORKING RELATIONSHIPS

With Clerk Administrator: receive direction, instruction and assignment of non-routine tasks.

With Township Staff: co-operation and courtesy.

With the Public: provide information, collect taxes, fines and fees, issue various permits and maintain a tactful and helpful relationship, must ensure confidentiality of personal and privileged information.

KNOWLEDGE AND SKILLS REQUIRED

1. Experience in the municipal field with good organizational and communication skills. Good public relation skills and ability to exercise diplomacy and confidentiality.
2. Post secondary education in accounting. Good knowledge and understanding of municipal accounting procedures including asset management and clerical skills.
3. MAP designation or willingness to obtain within a specified time frame.

IMPACT OF ERROR

Accounting and Clerical errors could be costly requiring additional time to trace and correct.

CONTROL

General supervision from Clerk Administrator.