



## **Deputy Treasurer Full-Time**

Applications are invited from qualified and interested candidates for the above-noted non-union position in the Finance division of the Corporate Services Department.

Reporting to the Director of Corporate Services/Treasurer, the Deputy Treasurer will be responsible for the direct supervision and coordination of the day to day accounting functions to ensure the accuracy and integrity of all financial information produced for both internal and external use. The Deputy Treasurer is responsible for providing leadership, supervision and strategic direction, including financial planning, financial reporting, financial analysis and oversight of the treasury and revenue functions.

### Essential (Minimum) Qualifications:

- Post-secondary diploma in finance, accounting or related discipline.
- Certified Professional Accounting (CPA) Designation.
- Five (5) years' experience in a municipal finance or similar environment.
- Demonstrated supervisory experience in a municipal finance or similar environment.
- Demonstrated knowledge of management accounting and controls acquired through post-secondary education focused on finance, accounting or public administration
- Advanced knowledge of modern accounting theory, principles and practices, internal control procedures, public finance and fiscal planning
- Demonstrated knowledge of all legislation and regulations pertinent to the financial and payroll function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management, and the ability to work through the complexities of data upload, data extraction and preparing complex reports. Knowledge of Vadim ICity software in an asset.
- Demonstrated knowledge of accounts payable/receivable, procurement procedures and municipal taxation.
- Ability to analyze complex situations and to prepare comprehensive reports on a variety of subjects
- Ability to prepare accurate and detailed records and reports
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City
- Demonstrated leadership skills including effective mentoring, coaching, counselling and conflict management skills
- Excellent communication skills, both written and verbal and ability to communicate complex information to a diverse audience base; fosters open communication

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Deputy Treasurer" to the following on/before Monday, May 27, 2019 at 4:00 p.m.:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



## CITY OF BROCKVILLE

### JOB DESCRIPTION

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**POSITION:** Deputy Treasurer

**DEPARTMENT:** Corporate Services

**REPORTS TO:** Director of Corporate Services/Treasurer

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#### **PURPOSE AND SCOPE:**

The Deputy Treasurer will be responsible for the direct supervision and coordination of the day to day accounting functions to ensure the accuracy and integrity of all financial information produced for both internal and external use. The Deputy Treasurer is responsible for providing leadership, supervision and strategic direction, including financial planning, financial reporting, financial analysis and oversight of the treasury and revenue functions.

#### **DUTIES AND RESPONSIBILITIES:**

- Administration of the core accounting functions ensuring compliance with all PSAB requirements for all City departments and Boards.
- Maintain the accounting ledgers, report system and analyses with respect to the general operations and all its activities in accordance with prescribed practices of the law and the City's policies. This includes developing and maintaining relevant chart of accounts and maintaining a system of corporate encumbrance accounting and maintenance management processes where applicable.
- Participate in the hiring, training and supervision for day to day activities of Finance staff which will include, organizing workloads, answering questions and providing guidance on financial and related matters. Directly supervises, motivates, coaches, develops and disciplines staff, ensuring maximum utilization of human resources and monitoring and evaluating individual staff performance.
- Direct supervision of the accounts payable/receivable, payroll, budget processes and financial analysis functions. Oversight of the Customer Service area functions which include, parking, revenue, taxation, water/wastewater billing, and collections.
- Responsible for the preparation of current fund financial reports to Council, including variance analysis, year-end schedules, reports, statements and working papers.
- Ensure that current fund accounting practices are implemented in compliance with Provincial guidelines, PSAB, etc.
- Act as a signing authority and in the capacity of the Deputy Treasurer in accordance with responsibilities outlined in the Municipal Act.
- Responsible to keep apprised of the impacts of Provincial legislation and regulations with respect to assessment and taxation matters and initiate relevant discussions with the Treasurer on a regular basis.
- Maintain an updated thorough knowledge of the concepts of financial and internal controls and provides, through regular liaison with the Director of Corporate Services, methods for City-wide Financial controls.
- Interpret changing tax rules including capping programs, optional classes, tax tools and prepare detailed analysis on the impacts to tax rates and ratios.
- Maintain updated knowledge of HST and Income Tax regulations and provide guidance to implementing all appropriate relevant processes.
- Responsible for the year-end process, including the annual audited financial statements, financial information returns and annual budget reports to the Province.
- Be the support finance contact person during the audit and address concerns of the external auditor and prepare all working papers necessary for the completion of the external audit.
- Review and follow minutes of Council and relevant committee meetings to keep aware of relevant applications of instructions, requirements and authorizations and communicate/discuss relevant items with the Treasurer, and attends Council meetings as required.

- Oversee the City's liability projections that support and form the basis for expressing and verifying the City debt and repayment structure to the auditors. Review debt capacity analysis for financial impact evaluations and projection forecasts, in accordance with prescribed practices.
- Responsible for liaising with public, developers, contractors, bankers, governmental ministries and the business community.
- Assist with contract and lease discussion with third parties as required.
- Exercise administrative functions for Corporate issued credit cards, Delegation of Authority, Financial Software and, Banking Software.
- Develop finance policies that address corporate strategic goals, supervise the implementation of the developed/ approved policies and conduct regular monitoring to identify compliance and/ or provide feedback for appropriate revisions.
- Maintains the financial software system, leveraging current and implementing new technologies, and ensures professional development and training for all staff working with the financial system.
- Direct the applications, follow-up and receipt of all the City's grants and subsidies.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

***Note:*** *Above duties are representative of a typical position and are not to be construed as all-inclusive.*

### **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

#### **Essential (Minimum) Qualifications:**

- Post-secondary diploma in finance, accounting or related discipline.
- Certified Professional Accounting (CPA) Designation.
- Demonstrated knowledge of management accounting and controls acquired through post-secondary education focused on finance, accounting or public administration.
- Advanced knowledge of modern accounting theory, principles and practices, internal control procedures, public finance and fiscal planning.
- Demonstrated knowledge of all legislation and regulations pertinent to the financial and payroll function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management, and the ability to work through the complexities of data upload, data extraction and preparing complex reports. Knowledge of Vadim ICity software is an asset.
- Demonstrated knowledge of accounts payable/receivable, procurement procedures and municipal taxation.
- Ability to analyze complex situations and to prepare comprehensive reports on a variety of subjects.
- Ability to prepare accurate and detailed records and reports.
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City.
- Demonstrated leadership skills including effective mentoring, coaching, counselling and conflict management skills.
- Excellent communication skills, both written and verbal and ability to communicate complex information to a diverse audience base; fosters open communication.
- Demonstrated ability to provide an engaging work environment where staff are motivated to set and achieve or exceed challenging goals; holds staff accountable and recognizes staff for their achievements.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent and positive manner.
- Demonstrated ability to initiate and lead change within the department, promoting and applying innovative methods and solutions to situations through a continuous process improvement mind-set.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good

judgment.

- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, ratepayers and the general public.

**Asset (Preferred) Qualifications:**

- University degree in finance, accounting or related discipline.
- Completion of the AMCT Municipal Accounting Course or willingness to complete.
- AMCT designation or willingness to obtain.

**WORK EXPERIENCE:**

**Essential (Minimum) Qualifications:**

- Five (5) years' experience in a municipal finance or similar environment.
- Demonstrated supervisory experience in a municipal finance or similar environment.

**SUPERVISION:**

- Supervises the Financial Analysts, Accounts Payable/Receivable Clerks and Supervisor of Customer Service/Tax Collector. Indirectly supervises – Customer Service Office Staff.

**WORK ENVIRONMENT:**

- Fast paced office environment.
- At certain times of the year there are strict deadlines to meet which may cause extra workload or additional work hours.
- Attendance at after hour meetings as required.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.