

## **TOWN OF CARLETON PLACE JOB DESCRIPTION**

Date: November 2017  
Title: Treasurer  
Reports To: Chief Administrative Officer

### **POSITION SUMMARY:**

The Treasurer provides for the control, management and efficient and effective administration of the financial accounting and data processing functions of the Corporation in the areas of planning and budgeting, accounting, investment and fund management, asset management, tax and water revenue, IT, risk management, payroll and purchasing.

### **DUTIES:**

1. Responsible for financial management systems of the Town including general ledger, payroll, accounts payable, tax and water billings and collection of all accounts.
2. Manages staff responsible for all financial management services and reception.
3. Acts as secretary to the Corporate Services Committee and Community Issues Committee of Council and attends Council meetings as required.
4. Responsible for preparation of year-end working paper file and the preparation of financial records acceptable for the external municipal auditors in preparation of their year-end and interim audit and for timely financial statement preparation and FIR filing.
5. Works closely with Managers of Recreation and Childcare to ensure operations achieve budgeted revenues and expenses.
6. Coordinates the preparation of the municipal budget (inclusive of sewer and water utilities) along with various boards and management staff members for presentation to Council. Establishes water and sewer rates and tax rate by-laws.
7. Responsible for upkeep of mainframe computer system and administration of financial software for municipal use.
8. Acts as Deputy-Clerk for the municipality.
9. Attends all management meetings.
10. Recommends and arranges approved insurance coverages for the municipality.
11. Selects banking facilities and arranges short and long term borrowing and investments of surplus municipal funds.
12. Establishes financial report procedures for manager review of departmental spending against budget on a regular basis.
13. Coordinates annual review and update of 10 year capital plan. Assists with preparing Development Charges By-law and other financially related instruments.
14. Ensures, through MPAC, that Assessment book updates with regards to new construction along with property changes are done on a timely basis.
15. Oversees components of the Human Resource function of the municipality including the maintenance of Human Resource Files for all employees of the municipality and the administration of the Insurance and Health Benefit Program for employees and the negotiation of rates with brokers.

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16. Supplies information to and assists other external auditors as required for various reviews required as PST, GST, Payroll Audits and other Provincial Audits as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Chief Administrative Officer.

### **SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As a manager you must be familiar with the Town's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work; and

and ensure your supervisors:

- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- take every precaution reasonable in the circumstances for the protection of a worker;
- conduct regular safety meetings with workers;
- correct substandard acts or conditions;
- commend good health and safety performance; and
- maintains a log of their crew visits.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING CONDITIONS:** This position will be scheduled to work regular full-time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance is required and travel may be required.

**PHYSICAL DEMANDS:** The position will work odd or long hours to complete special requests and/or projects and may have to spend long hours sitting and using office equipment, computers and attending sessions.

**ENVIRONMENTAL DEMANDS:** The position will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of Council, staff, community associations, residents, special interest groups, developers, and related external contacts.

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**SENSORY DEMANDS:** They can include long hours of reading and use of the computer, close and constant attention to detail for accuracy of information, and a noisy and busy office environment all of which may cause eyestrain, fatigue, and occasional headaches.

**MENTAL DEMANDS:** The position is exposed to stress and pressure associated with positions that are responsible for supervising employees, responding to internal/external demands, and managing tight deadlines. The position will have to manage a number of requests at one time and must be prepared to deal with emergencies and stressful situations. The position will require handling complaints of a financial or political nature from internal/external contacts and business which may result in emotionally charged situations.

#### **POSITIONS REQUIREMENTS:**

1. Chartered Professional Accountant, CMA, CGA or CA.
2. AMCT Designation, and
3. Three to five years of management level accounting experience.