



The Corporation of the Township of Algonquin Highlands

requires a

Deputy Treasurer

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from experienced, qualified persons for the Deputy Treasurer position.

Reporting to the Treasurer, the Deputy Treasurer is responsible for various financial functions of the Township including Accounts Payable, Accounts Receivable, Payroll and Tangible Capital Assets.

The preferred candidate will possess the following qualifications:

- Post-Secondary education with a discipline in finance or accounting or related combination of education and experience.
- Successful completion of Municipal Finance and Accounting course(s).
- Successful completion of the Municipal Administration Program preferred.
- Minimum of 3 years of Municipal experience and understanding of local government finances.
- Working knowledge of Municipal taxation.
- Strong knowledge of generally accepted accounting principles.
- Current working knowledge of payroll regulations included in the Employment Standards Act and other applicable law.
- Proficiency in computer applications (including but not limited to Word, Excel, Outlook, Power Point and Township specific programs).
- Excellent interpersonal, financial, project/time management, organizational, analytical and communication skills.

Salary Range: \$37.05 to \$41.69 per hour.

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however only those selected for an interview will be contacted.

Algonquin Highlands offers a competitive salary, compressed workweek, excellent benefits package, and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

Qualified candidates are invited to submit a cover letter and resume to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1J1
Email – dmugfordguay@algonquinhighlands.ca

Complete job description follows.



Township of Algonquin Highlands

Job Description

Position: Deputy Treasurer
Department: Finance
Location: Township Office – 1123 North Shore Road
Reports to: Treasurer

Purpose

The Deputy Treasurer is responsible for various financial functions on the Municipality, including but not limited to, Accounts Payable, Accounts Receivable, Tangible Capital Assets and Payroll. The Deputy Treasurer assists the Treasurer with the execution of the statutory duties of the Treasurer regarding the financial management of the Township as defined in the Municipal Act and other Acts of legislation.

Responsibilities

Accounts Payable:

- Responsible for the collection, analysis and data input of Accounts Payable (A/P) invoices to the applicable General Ledger (G/L) account, ensuring that accurate allocation of HST, and the posting to the correct G/L account.
- Responsible for the balancing of the A/P accounts in the G/L.
- Responsible for researching all outstanding A/P to ensure payments are made in a timely manner and the Municipality is not subject to late charges.
- Responsible for the preparation of weekly A/P distribution reports for Finance Committee approval.
- Responsible for maintaining Vendor records in software program, as well as paper filing system.

Accounts Receivable:

- Responsible for the preparation of the monthly invoicing for the Accounts Receivable (A/R) functions.
- Responsible for the calculation of late payments on outstanding invoices and follow up with the applicable collection procedures.

Payroll:

- Responsible for the review, analysis, and accuracy of all staff timesheets on a bi-weekly basis, as well as members of Council and Committees monthly, and volunteer Fire Fighters quarterly.
- Responsible for the collection of applicable payroll documentation for all staff and the set up and maintenance of the Payroll software, ensuring compliance with applicable legislation and Municipal policies and procedures.
- Responsible for the completion of applicable documentation for setting up new employees on benefit plan and pension plan.
- Responsible for the calculation and remittance preparation of payroll deductions, as well as monthly balancing of payroll liability accounts in the G/L.
- Responsible for maintaining the employees Vacation, Sick Leave and Accumulated Overtime register and ensures compliance with applicable policies and procedures.
- Responsible, in consultation with the Treasurer, for the completion of the necessary documentation required for claim submissions to WSIB, Manulife and OMERS.

General:

- Responsible for the reconciliation of Fuel inventories.
- Responsible for the Tangible Capital Asset Management reporting and updates.
- Provides support to the Treasurer in the preparation of the annual external audit and annual budget preparation.
- Provides support to Municipal staff with financial and general administrations duties.
- Provides backup for general reception duties on the telephone and at the front counter.
- Completes general receipting and tax collection duties when required.

Hours and Location of Work

Normal hours of work are 35 hours per week (8:00 a.m. to 5:00 p.m.) on a compressed 4-day workweek schedule.

Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year. Overtime may be accumulated in accordance with Township policy and approved by the Treasurer.

The primary workplace from which employment is recognized is the Municipal Office located at 1123 North Shore Road.

Working Conditions

Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue. Frequently spends time reviewing documentation and working on a computer.

Education

- Post-secondary education, with discipline in finance or accounting, or related combination of education and experience.
- Successful completion of Municipal Finance and Accounting course(s).
- Successful completion of the Municipal Administration Program preferred.

Knowledge and Skill

- Minimum of three (3) years of previous Municipal experience and understanding of local government finances.
- Working knowledge of Municipal taxation.
- Strong knowledge of generally-accepted accounting practices.
- Current working knowledge of payroll regulations included in the Employment Standards Act and other applicable law.
- Proficiency in computer applications (including but not limited to Word, Excel, Outlook, Power Point and Township-specific programs).
- Excellent interpersonal, financial, project/time management, organizational, analytical and communication skills.

Impact of Error

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Township.