



POSTING
Deputy Treasurer
Full-Time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing leaders who are passionate about making a difference. This position administers the financial services, programs, policies, and procedures fulfilling all statutory requirements of the Deputy Treasurer. We support leaders to grow their strengths in managing others, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including a defined benefit pension plan, OMERS. Service to our community, and to each other is what we do.

Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You Offer Loyalist as a Natural Leader? You bring a positive approach to challenges and support staff to make decisions that drive a healthy culture. You are a keen and positive person, who loves to develop others to be the best they can be. You are a natural leader with a capability to motivate and nurture teams and build relationships, while also effectively having tough conversations as soon as challenges become apparent. You have a blend of experience with financial analysis, budgets, financial reporting, and accounting functions. Your technical problem-solving allows you to brainstorm solutions to complex situations.

File No: 2023-09 Deputy Treasurer
Hours: 35 per week
Salary: \$94,733 - \$108,708 (\$52.05 – \$59.73 per hour)
Closing: April 9, 2023, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



POSITION TITLE: DEPUTY TREASURER

DEPARTMENT: CORPORATE SERVICES

REPORTS TO: TREASURER

CATEGORY: PERMANENT FULL-TIME

UPDATED: JANUARY 2022

POSITION SUMMARY:

The Deputy Treasurer administers the financial services, programs, policies and procedures for the Corporation of Loyalist Township fulfilling all statutory requirements of the Deputy Treasurer as outlined in the Municipal Act, 2001 and performs the duties of the Treasurer in their absence. The Deputy Treasurer prepares corporate and departmental Financial Reports, assists in the co-ordination and preparation of the annual Budget, provides financial guidance and advice to Department Directors and staff, provides supervision and guidance to financial staff of the department, administers utilities and fees rates setting and is responsible for maintaining detailed information on Tangible Capital assets and for supporting the ongoing development and updating of the corporate Asset Management Plan.

MINIMUM QUALIFICATIONS:

- Post-secondary degree in business administration, commerce, accounting, or similar/related discipline.
- Certified Professional Accounting designation (CPA).
- Five (5) years of relevant experience working in a finance related environment.
- Experience working in a municipal environment is an asset.
- Three (3) years supervisory experience in a unionized environment with demonstrated ability to mentor and coach direct reports in keeping with sound personnel management practices, in order to build and maintain a healthy and productive work environment.
- Experience working with internal and external stakeholders in a political environment.

Specific Skills, Abilities and Knowledge

- Experience in municipal policy development with a good working knowledge of relevant Ontario legislation.
- Thorough working knowledge of the Municipal Act, Development Charges Act, Occupational Health and Safety Act, investment and debt management,

- provincial/federal funding programs, property taxation, auditing principles and practices and other related legislation or regulations.
- Demonstrated knowledge of all legislation and regulations pertinent to the financial function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards.
 - Strong financial and business management skills and effective problem-solving skills.
 - Strong analytical skills ensuring accuracy with large volume and diversity of work, ability to model financial data, planning and forecasting skills.
 - Advanced knowledge of accounts payable/receivable, procurement procedures, capital asset accounting and general ledger administration.
 - Working knowledge of local government functions and responsibilities, municipal finance, investment and debt management, and budgeting.
 - Demonstrated attention to detail, ensuring accuracy with large volume and diversity of work.
 - Demonstrate excellence in customer service by providing clear expectations to staff and adhering to the standards. Show leadership and guidance with regard to a strong customer service ethic to staff and customers.
 - Strong public engagement skills.
 - Demonstrated leadership skills including effective mentoring, coaching, counselling and conflict management skills.
 - Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities, based on urgency and importance.
 - Excellent interpersonal, organizational, communication, research, and time management skills.
 - Ability to fully engage and motivate; supervise and direct; and retain a workforce of union employees through implementation of sound talent management practices; ability to build strong, effective teams and a positive, productive work environment.
 - Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated enterprise accounting 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 and Caseware software is an asset.
 - Demonstrated ability to manage multiple projects and timelines.
 - Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.
 - Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers and the general public.

KEY RESPONSIBILITIES AND DUTIES:

Finance Division Management

- Perform the statutory duties of the Deputy Treasurer, as well as of the Treasurer (in his/her absence).
- Assist in administering the financial affairs of the Township on behalf of and under the direction of the Treasurer.
- Ensure that accounting practices and internal controls are implemented in compliance with Provincial guidelines, PSAB, etc.

- Provide supervision, guidance, direction, leadership, and control to staff in the Finance Division responsible for Accounts Payable, Accounts Receivable, and General Ledger/Accounting, financial analysis, and related internal controls.
- Responsible for establishing/amending business processes, system enhancements and efficiencies.
- Responsible for hiring and conducting performance reviews of division staff.
- Assist with regularly creating, reviewing, analyzing, and modifying all internal departmental policies and procedures.
- Develops and provides required training for all staff in the areas of budget and financial reporting.
- Research and develop reports and by-laws for Council.
- Responsible for the corporate credit card program.
- Responsible for reviewing and determining the permissions of users of the Township's Financial Software.

Financial Accounting and Reporting

- Develop and maintain accounting and reporting policies and practices to ensure accurate and consistent recording and reporting of financial transactions.
- Monitor and review internal financial management reporting to ensure accuracy and completeness.
- Provide timely and accurate financial information and supporting documentation, as required, for township Council, external auditors, and external funding agencies.
- Works with the external auditors to prepare for and complete the required financial audits for the Township.
- In conjunction with the Treasurer, co-ordinates, prepares and submits the Financial Information Return, Annual Financial Statements, grant reporting and other reporting as required.
- Oversee the core accounting functions ensuring compliance with all PSAB requirements and Provincial guidelines for all Township departments.
- Maintain updated knowledge of HST and Income Tax regulations and provide guidance to implementing all appropriate relevant processes.

Budget Administration

- In conjunction with the Treasurer, works cross departmentally to prepare, consolidate and monitor the annual capital and operating budgets for the municipal and service rate budgets.
- Develop, prepare, and update budget supporting documents for use by Township departments.
- Prepare budget document and presentations and attend all budget meetings of the Township and provide input and advice regarding costing and financial decisions.

Financial Planning

- Responsible for supporting the development, maintenance and continual improvement of long-term financial plans including multi-year capital expenditure and funding plans and the Asset Management Plan.
- Supports the integration of the Asset Management Plan into the long-range financial plans to achieve sustainable capital budgeting strategies.

- Working with the Treasurer, Consultants, and other Departments to administer and oversee periodic updates of Development Charges, Impost Fees and Utility rates.
- Supports the submission, tracking and reporting requirements for grant applications;
- 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.*

WORKING RELATIONSHIPS:

Internal

Regular communication with all Corporate Services Department staff, other municipal departments.

External

Township Council, taxpayers/ratepayers, vendors, auditors, provincial ministries, other municipalities, and agencies

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- Will be required to attend meetings outside of regular office hours.
- May be seated for long periods (3-4 hours).
- At certain times of the year there are strict deadlines to meet which may cause extra workload or additional work hours.
- The use of a personal vehicle may be required to attend off-site meetings/events.

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. Loyalist Township reserves the right to amend this position description at any time.