



POSITION DESCRIPTION

POSITION:	Deputy Treasurer
REPORTS TO:	Treasurer
DATE:	February 2026

PART I - DESCRIPTION OF JOB REQUIREMENTS

Reporting to the Treasurer, the Deputy Treasurer manages the administration of the Municipality's accounting activities to ensure accounting procedures are delivered in accordance with statutory and regulatory requirements. The Deputy Treasurer also performs a full range of finance related duties and provides backup assistance to other staff, as required. The Deputy Treasurer provides assistance to the Treasurer in the development and implementation of financial goals and objectives.

The individual will perform the statutory duties of the Treasurer when absent and as prescribed under the *Municipal Act, 2001*.

Deputy Treasurer Responsibilities:

- Under the direction of the Treasurer, provides operational supervision to finance staff (Finance Assistant, Receipting Clerk, Tax Collector).
- Manages accurate and efficient day-to-day operations of the department, including cash receipting, accounts receivable, accounts payable, and property taxation.
- Ensures correct procedures are followed for accurate, complete and verifiable financial record keeping and processing. Reports on any issues of significant importance to the Treasurer.
- Participates in coordinating and monitoring the annual operating and capital budgets.
- Ensures revenues and expenditures adhere to municipal policies.
- Provides monthly reporting to directors and department managers.
- Gathers all necessary information and prepares documents for monthly, quarterly, annual, and year-end audit reporting.
- Balances accounting related sub ledgers and general ledger accounts, including the preparation and posting of journal entries.
- Completes account reconciliations, summaries, reports, and financial analysis.
- Responsible for development and maintenance of Tangible Capital Asset files and procedures.
- Guides staff on financial policy and procedures.
- Updates relevant sections of the municipal website.
- Completes special projects, as required.

Other Responsibilities:

- Checks and completes all deposits as prepared by the receipting clerks and posts to the General Ledger.
- Provides back-up reception duties on occasion.
- Performs other duties as assigned within administration and finance.

PART II - The following section headings will help describe the technical skills, education, experience, and working conditions under which the incumbent is required to perform the job:

Technical Knowledge and Skills:

- Working knowledge of PSAB accounting standards and general finance-related functions and concepts.
- Familiarity with Municipal taxation, accounts payable, accounts receivable, and banking processes and procedures.
- Thorough knowledge of and skill base in office functions.
- Ability to communicate effectively and deal with concerns, complaints, and requests for information encompassing a variety of issues and people in difficult situations.
- Demonstrated knowledge of accounting and database software programs.
- Proficiency and experience with MS Word, MS Excel, and Outlook.
- Ability to work independently and in a team environment.
- Ability to analyze and investigate problems and make recommendations for improvements.
- Excellent planning, time-management, multi-tasking, and organizational skills.
- Flexible, adaptable and responsive to change.
- Strong public relations and communication skills.

Experience and Training:

- Post-secondary degree or diploma in business administration or a related field.
- Three (3) years' experience in general accounting and finance functions, preferably in a municipal setting.
- Completion of, or willingness to complete the Municipal Finance and Accounting Program and Municipal Tax Administration Program.

- CPA designation considered an asset.

Working Conditions:

- Regular hours of work are 8:00 a.m. to 4:30 p.m. with a ½ hour unpaid lunch period.
- Ability to work evenings and weekends during peak workload periods as required.
- Flex time will be provided at straight time provided that extra work requirements are pre-approved by the Treasurer.