



## Position Description: Deputy Treasurer

### Job Summary:

Reporting to the Treasurer, the Deputy Treasurer is responsible for overseeing the financial management cycle (accounting, financial analysis, reporting, asset management, accounts receivable, account payable, preparing for audit and payroll assistance), effective management in the procurement of goods and services, and grants management and reporting.

The Deputy Treasurer is responsible for overseeing the day-to-day operations of the Finance Department.

### Main Responsibilities:

- Responsible for the day-to-day administration of accounting, accounts receivable and payable, and will administer reserves, coordinate banking, cash-flow monitoring, and the generation of internal & external financial reports
- Acts as payroll supervisor and processes payroll when required.
- Responsible for the Township's Asset Management Plan and related reporting
- Oversees month end reconciliations and coordinates audit requirements, including interim and year-end
- Oversee the Township's purchasing activities
- Assist in the preparation of annual operating and capital budget and forecast
- Monitor the annual operating and capital budgets.
- Coordinate the Township's Annual Grant Application Program
- Prepare and monitor compliance with financial agreements and grant application/agreements on behalf of the municipality.
- Assist in the development and preparation of policies, procedures, and systems necessary to ensure that the effective controls are in place to protect the financial affairs of the Township



## The Corporation of the Township of Hamilton

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- Assist to ensure internal controls within the Township are being adhered to by all departments and all financial transactions follow corporate policy and internal control procedures.
- Maintain a knowledge of new and emerging trends and technologies to be able to recommend and pursue process improvements and modernization.
- Liaise with consultants, vendors, and other government agencies.
- Perform additional duties and special projects as required.
- Other duties as assigned.

### Supervision:

The Deputy Treasurer manages the following positions:

- 1 – Full time Financial Analyst
- 1 – Full time Accounts Payable

### Education and Experience Required:

- A degree from a recognized university in Business, Finance, Accounting or other related discipline. Successful completion of Chartered Professional Accountants [CPA] designation in good standing is required.
- Minimum five (5) years of progressive, related and demonstrated experience.
- Thorough knowledge of financial, purchasing, accounting and auditing principles and practices
- Working knowledge of the Municipal Act and other legislation affecting municipalities
- Demonstrated ability in understanding best practices in financial management and controls.
- Strong knowledge and demonstrated experience with budgeting
- Experience in Municipal sector would be an asset



### Other Requirements:

- Strong organizational skills to prioritize workload and perform tasks without direct supervision.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills including the ability to work effectively in a team environment
- Computer proficiency in MS Office (Word, Excel, Outlook and database applications) and Great Plains
- Satisfactory acceptable Criminal Records Check
- Class “G” driver license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver’s abstract
- Proof of up-to-date vaccination against COVID-19. Pursuant to the Ontario Human Rights Code, the Township will provide accommodation where such requests are substantiated.

### Working Conditions:

- Office working environment.
- Carry an appropriate communications device to respond to corporate emergencies and departmental situations in a timely manner

### Position Review Information

**Original Created:** Click/tap to enter a date.

**Updated By:** Nusrat Ahmed, Treasurer      **Date:** 2022-01-28

**Approved by CAO:** Arthur Anderson, CAO      **Date:** 2022-03-28

**CAO Signature:**      **Date:** 2022-03-28