



TOWNSHIP OF CHISHOLM

POSITION DESCRIPTION- -TREASURER

Position Title: Deputy Treasurer

Reporting Relationship:

Reports to CAO Clerk-Treasurer

Review Date:

May, 2025

Purpose of Position:

To assist the Clerk-Treasurer in the fulfillment of her statutory duties.

To assist in the administration and operation of the Township Office.

To supervise the Township Office in the absence of the CAO Clerk-Treasurer.

Scope of the Position:

Works in accordance with the accounting and administrative policies and procedures of the Township, and according to the provisions of the Municipal Act, the

Employment Standards Act, and other acts of the Legislature.

Expected to organize and prioritize work, under the supervision of the CAO Clerk-Treasurer.

Duties include:

- Functions as Deputy Treasurer with responsibility for the Accounts Payable process, preparation of monthly reports, prepares cheques, reports and reconciling Township bank account monthly.
- Prepare monthly ledger trial balances, post payroll journal, interest journal, and any other General ledger journals as needed.
- Prepare bank deposits weekly or more often as needed.
- Prepare HST reports twice yearly and submit.
- Prepare monthly Receiver General Source deductions, EHT, WSIB and Omers, Union payments, as well as yearly reconciliations.
- Assist in preparation of budget and financial reports
- Functions as Payroll Clerk with responsibility for preparing payroll cheques and/or direct deposits for Council and Staff.
- Maintains employee payroll records, group insurance, Omers and other payroll records as necessary.
- Keeps records of overtime, vacation pay, time off in-lieu, completes ROE forms upon termination.
- Prepares year end payroll reports, including preparation of annual T-4s.

- Functions as Tax Administrator, with responsibility for Municipal tax functions, including Interim and Final billings, collections and adjustments.
- Inputs tax rates, calculates, processes, balances, prints and mails out Interim and Final billings, as well as any supplementary tax billings throughout the year.
- Ensures that tax billing and mailings are carried out in a timely fashion.
- Engages with the Municipal Property Assessment Corporation, Municipal Connect to obtain necessary property information, and report on, and apply those details to municipal role files, as necessary
- Calculates and processes Tax adjustments.
- Oversees the preparation and distribution of Tax Arrears notices.
- Prepares and submits documentation for preparation of properties eligible for Tax Registration.
- Prepares correspondence in response to ratepayer's tax inquiries.
- Prepares reports for Council, as necessary
- Calculates and applies interest and penalties on a monthly basis.
- Balances and posts tax receipts and balance sub ledger accounts monthly.
- Acts as back up to Administrative Assistant for reception, phone and counter inquiries as necessary
- Maintain effective liaison with public. Provide information, advice and assistance on municipal programs, policies and procedures.
- Help maintain workplace environment, including kitchen cleanup, snow shoveling of walk, gathering of garbage and recycling.
- Prepare year-end books and entries for perusal of Municipal Auditors, including preparation and balancing of various work papers and subledger accounts, such as Taxes Receivable, Payroll ledger entries, Supplementary taxes, and other year-end workpapers. Post auditors year-end entries and roll forward computer system at year