

**TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH  
JOB DESCRIPTION**

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Position Title: Deputy Treasurer

Department: Treasury

Report to Title: Treasurer

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**Position Details**

Position Status: Full time

Pay Method: Hourly

Normal workweek: 35 hours

Overtime status: Overtime after 44 hours

Full Benefits: Yes

**General description (overview) of position:**

**1. Scope of position:**

To assist the Treasurer as provided in the Municipal Act with the control and management of the finances of the Corporation.

Acts as the Asset Management Coordinator, leading ongoing initiatives, updates, and ensuring compliance with regulations.

**2. Key responsibilities:**

1. Overseeing the aspects of Accounts Payable including verifying accurate invoice entry, approving payments and preparing monthly reports.
2. Overseeing the aspects of Accounts Receivable including managing billing runs, payments, and preparing monthly reports.
3. Financial analysis, budget variance reporting, reconciliations, and internal control, supporting the Treasurer in strategic financial management.

4. Acts as the Asset Management Coordinator, leading ongoing initiatives, managing updates to the Township's Asset Management Plan and Policy, and ensuring compliance with regulations.
5. Assists the Treasurer to oversee day-to-day operations of the Treasury Department.
6. Payroll backup, including maintaining knowledge of the process and performing occasionally bi-weekly payroll.
7. Provides backup support for administrative functions including reception and telephone inquiries and assists the Tax Department as needed.

## **A – SKILLS**

### **1. Knowledge – education and experience**

#### **(i) Education and training**

(a) Minimum education required: Post-Secondary School Diploma

(b) Formal training: Business Administration - Accounting

#### **(ii) Experience**

(a) Minimum number of years of related work experience necessary to achieve proficiency on the job:

(l) within one year

#### **(ii) Other Key Skills necessary to achieve proficiency on the job.**

Understanding and knowledge of computer software programs.

Good verbal communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors, along with good listening skills when dealing with customer complaints.

### **2. Decision Making – judgement, problem solving, creativity, initiative, and analysis.**

(a) Complexity of decisions: Medium

(b) Nature & number of alternative solutions to chose from. Is research of alternatives required? Some

- (c) Degree of responsibility for unusual problems: Medium
- (d) Degree of independent action and judgement? Medium
- (e) Decisions represent those of department? Yes
- (f) Degree of responsibility for policy development? Medium

**3. Communication – written, verbal and interpersonal**

Internal Contacts

Mayor and Council:	No
Managers:	2 CAO Treasurer
Non-management Staff:	8 Office Staff

External Contacts

General Public:	Yes
Other external contacts:	Yes

- (a) Number and frequency of contacts requiring regular communication within the organization: Frequent
- (b) Complexity of the type of information communicated & requested within the organization: Medium
- (c) Number and frequency of contacts requiring regular communication outside the organization: Frequent
- (d) Complexity of the type of information communicated & requested outside the organization: Medium
- (e) Represents municipality at functions? No

## **B – EFFORT (duration & intensity)**

- 1. Mental effort – concentration & attention, complexity & analysis required, and mental fatigue**
  - (a) Approximate % of work day requiring periods of concentration to complete duties satisfactorily:
    - (l) 76-100%
  - (b) Amount of mental fatigue:
    - (l) medium
- 2. Physical & manual effort – manual dexterity, complexity, volume of work, sensory requirements and physical fatigue**
  - (a) Approximate % of work day requiring periods of physical effort to complete duties satisfactorily:
    - (l) 0-15%
  - (b) Amount of physical fatigue:
    - (l) minimal

## **C – RESPONSIBILITY**

- 1. Program Delivery - contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for of policies & procedures, responsibility for planning**
  - (a) Programs/services are delivered as follows:
    - (l) assists or supports delivery of programs/services within established guidelines
  - (b) Contact with the public is:
    - (l) frequent

(c) Responsibility for development and evaluation of programs/services:

(l) gives input

**2. Human Resources – personnel policies & procedures, supervision, health & safety, training**

(a) Number of direct reports to this position: None

(b) Supervision/coordination of the work of other employees:

(l) never

(c) Provides informal training/instruction to other employees:

(l) never

(d) Responsibility for hiring, discipline, motivation, training, performance review etc.:

None

(e) Involvement with HR function for municipality including overall policies, procedures, personnel files etc. :

(l) none

**3. Material & Information Resources – equipment, property, data records & software, confidentiality**

(a) Responsibility for storage and maintenance of material or information:

(l) that is routine and non-confidential

(b) Involvement in purchasing:

(l) no involvement

(c) Responsibility for using & maintaining equipment:

(l) uses small equipment safely no responsibility for storage or maintenance

(d) Responsibility for policies and procedures relating to material & information resources:

(II) gives input for department

**4. Financial Resources – budgets, treasury, accounting & confidentiality**

(a) Involvement in financial matters:

(I) routine accounting of non-confidential financial data

(b) Budget/spending authority:

(I) some spending authority (e.g. petty cash)

**D. WORKING CONDITIONS**

**1. Physical Environment – physical surroundings & hazards**

(a) Physical environments:

(I) Pleasant and predictable environment

(b) Exposure to hazards:

(I) Minimal

(c) Risk of injury:

(I) minimal

**2. Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption**

(a) Number of interruptions:

(I) many

(b) Contact with public:

(I) some

(c) Deadlines:

(I) Frequent

- (d) Overtime:
  - (l) occasional
- (e) On call:
  - (l) never

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CAO Approval

**I have reviewed the above job description and agree it is accurate and complete.**

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Approval

**I have reviewed the above job description and agree it is accurate and complete.**

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_