

TOWNSHIP OF MACHAR - JOB DESCRIPTION

POSITION TITLE: TREASURER
REPORTING RELATIONSHIP: REPORTS TO CLERK ADMINISTRATOR

PURPOSE OF POSITION

To assist the Clerk Administrator in the fulfillment of her statutory duties.
To assist in the administration and operation of the Township office.

SCOPE OF POSITION

Works in accordance with the accounting and administrative policies and practices in the Township and according to the provisions of the Municipal Act and other acts of the Legislature.

RESPONSIBILITIES

TREASURY DUTIES Finance and Accounting

1. Prepare and present budget. Receive and disburse municipal funds according to Budget.
2. Co-ordinate the accounts payable monthly. Prepare vouchers for Council's approval on a monthly basis. Prepare cheques and post to General Ledger.
3. Reconcile all Township bank accounts monthly.
4. Prepare HST remittances when due.
5. General accounting procedures which include balancing of cash and receipts, preparation of bank deposits and all accounts receivable and payable functions as needed.
6. Asset management.

PAYROLL DUTIES Human Resources

1. Prepare and distribute payroll on a bi-weekly and monthly basis.
2. Prepare Receiver General remittances for deductions monthly and EHT/WSIB remittances.
3. Record overtime and payment of overtime in accordance with Council's policies.
4. Balance payroll at year end and prepare T4 slips.
5. Prepare record of employment forms upon termination of employment.
6. Maintain records of sick leave, vacation credits, overtime and use in accordance with Council's policies.

TAXATION DUTIES Tax Collection

1. Preparation and issuance of tax bills.
2. Receive tax payments by mail, telephone banking and at the counter, explain tax bills and tax policies to ratepayers, issue receipts, deal tactfully with inquiries and complaints. Ensure changes recorded to tax roll. Preparation of tax registration documentation to recover chronic arrears using the Municipal Tax Sales Act.
3. Issue NSF correspondence when required and complete necessary adjustments and charges on tax roll and in General Ledger.

OFFICE ADMIN

1. To provide reception services and greet the public at the counter and by phone. Answer routine enquiries and refer questions and request for detailed information to the appropriate personnel.
2. Collecting and issuing receipts for taxes, invoices, fines, etc.
3. Balance cash and reconcile deposits with cash register tape and telephone/internet banking records, post to computer and General Ledger, in the absence of Office Clerk/Admin Assistant.
4. Prepare outgoing mail and update Postage Meter as required.
5. Open/close office and check mailbox. Filing, photocopying, prepare forms, shred paper and change as necessary, empty office trash, etc.
6. Issue dog tags, 911 civic address numbers etc.
7. Computer – form letters, new correspondence, by-laws, update accounts payable, 911 list.
8. Accounts receivable – send invoices, keep updated, send reminders, in the absence of Office Clerk/Admin Assistant.
9. Attend Council and Committee meetings as instructed and when required.
10. Issue tax certificates and zoning and/or building compliance letters.
11. Process ownership and address changes, update computer and Assessment Office.
12. Mail pick up (when needed) and sorting, always sort first, always check for tender submissions.
13. Inventory checking, in the absence of Office Clerk/Admin Assistant – downstairs paper storage closet – order supplies as needed, stock water.
14. Receipting Medical Centre revenues, reconciling deposits and posting to General Ledger.

PUBLIC RELATIONS

Maintain effective liaison with public. Provide assistance or direction with those in need and deal tactfully with irate people and with those unable to express themselves appropriately.

OTHER

1. Train and provide direction to new office staff.
2. Other duties as assigned by Clerk Administrator.

WORKING CONDITIONS

Usual public office conditions. Work is subject to hectic peak periods and to deadlines (eg. tax time, year end, etc.). Expected to organize/prioritize work, deal with frequent interruptions and cope with complaints from the public. Usual hours of work are 8:30 am to 4:30 pm (1 hour lunch unpaid) plus when required for any Council and Committee meetings. Must be able to commit to additional hours when required.

WORKING RELATIONSHIPS

With Clerk Administrator: receive direction, instruction and assignment of non-routine tasks.

With Township Staff: co-operation and courtesy.

With the Public: provide information, collect taxes, fines and fees, issue various permits and maintain a tactful and helpful relationship, must ensure confidentiality of personal and privileged information.

KNOWLEDGE AND SKILLS REQUIRED

1. Experience in the municipal field with good organizational and communication skills. Good public relation skills and ability to exercise diplomacy and confidentiality.
2. Post secondary education in accounting. Good knowledge and understanding of municipal accounting procedures including asset management and clerical skills.
3. Municipal Administration Program (MAP) certificate an asset.

IMPACT OF ERROR

Accounting and Clerical errors could be costly requiring additional time to trace and correct.

CONTROL

General supervision from Clerk Administrator.

AL Mar 13, 2026