

TOWNSHIP OF NORTH HURON

JOB DESCRIPTION

Position Title **TREASURY ASSISTANT**

Department **FINANCE DEPARTMENT**

Report to Title **DIRECTOR OF FINANCE**

Revised June 2023

Position Details

Pay Range:	Band 5
Position status:	Full Time employee
Pay method:	Hourly
Normal workweek:	37.5 hours
Overtime 37.5 to 40.0 hours in a week:	Paid at straight time
Overtime greater than 40.0 hours in a week:	Paid at time & half
Location:	North Huron Municipal Office in Wingham

A – RESPONSIBILITY

1. Scope of Position:

This position is responsible for providing accounting and financial services including accounts payable and payroll.

Provides support to the Director of Finance/Treasurer, the Deputy Treasurer and the Customer Service Representative/Administrative Assistant.

2. Key Responsibilities:

Accounts Payable

- (a) Receive and distribute invoices to the appropriate department head or supervisor for approval.
- (b) Review invoices for accuracy, HST, appropriate coding and approval (including drains).
- (c) Enter invoices, credit card transactions and pre-authorized payments transactions into appropriate financial software.

- (c) Balance and post accounts payable batches; provide detailed distribution report to Director of Finance for sign off prior to preparing cheques and prepare approval listing for Council agenda.
- (d) Issue cheques for all accounts due and distribute.
- (e) Respond to telephone calls, faxes, emails, and mail from vendors concerning problems or questions regarding a particular credit note or invoice (ex. payments, outstanding invoices).
- (f) Ensure receipt of required WSIB clearance certificates before releasing cheques.
- (h) Complete year end reconciliation and close of modules.
- (i) Prepare required year end documentation for audit.
- (j) Create and maintain spreadsheets for various financial activities as required.

Payroll

To perform payroll duties of the Township including various aspects of:

- (a) Set up and operation of the payroll system to calculate pay rates and deductions for all purposes.
- (b) Review time sheets and bring any questions to the appropriate Department Head.
- (c) Prepare and circulate pay stubs
- (c) Prepares remittances for payroll deductions, yearend reconciliations, preparation of T4's at year end and record of employment forms.
- (e) Assures legal compliance with legislation and benefit packages including Income Tax, Payroll Tax, OMERS, CPP, Employment Insurance, Workers Compensation Insurance, Group Insurance and other legislated benefits.
- (f) Prepares payroll and benefits reports
- (g) Maintains security and confidentiality of all payroll information.

Taxation Support

- (a) Research and follow up on returned mail for new address, contact information.
- (b) Respond to routine tax inquiries.
- (c) Reprint tax notices, prepare confirmation letters, and collection of related fees for same.
- (d) Provide assistance with mail out of taxes.
- (e) Assisting with filing as required.

Cash Control

- (a) Provide back up support for front counter.
- (b) Take payments over the counter, disbursing change when required, and post payments to customer's accounts for taxes, water/sewer and other receivables.
- (c) Balance cash daily and prepare bank deposits and cash receipts journals.

Other

- (a) Provide support and backup for water/sewer billing and accounts receivable.
- (b) Provide backup support as required within the finance department.
- (c) Provide support with year-end audit process.
- (d) Perform other duties as assigned by the Director of Finance/Treasurer or Deputy-Treasurer.

3. Key Relationships:

Internal:

Director of Finance/Treasurer: frequent interaction regarding assigned duties.

Deputy-Treasurer: interaction in respect to treasury department matters.

Customer Service Representative/Administrative Assistant: interaction in respect to treasury department matters.

Other Staff: interaction in respect to accounts payable and accounts receivable and assisting with other financial matters.

External:

Public: daily over the phone and at front counter regarding taxes and water and sewer billings and collections.

Suppliers and Other Agencies: as required regarding accounts payable and receivable matters.

4. Decision Making Authority and Judgement Used:

Must make decisions in respect to software computer problems.

Work independently making decisions in respect to accounts payable and receivable and water and sewer billing and collections.

High degree of integrity due to exposure to confidential and or politically sensitive information.

5. Problem Solving Responsibility:

Most of the duties performed by the Treasury Assistant are within established policies and procedures under supervision.

Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

B – POSITION SPECIFICATIONS

To perform the Treasury Assistant position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal operations and related statutes and all those skills listed below under “3. Other Skills”. This will involve taking seminars, courses and reading current publications.

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation but have compensating work experience.

1. Formal Education and Training:

Minimum required: A post-secondary education in accounting.

2. Work Experience

Minimum Years Preferred

Experience in the Municipal Field

Two

3. Other Key Skills:

- Proven knowledge and experience in accounts payable, accounts receivable and payroll functions.
- Excellent interpersonal skills working with staff and providing customer service.
- Ability to work as a team player.
- Sound working knowledge of accounting software (Keystone) and Microsoft Office solutions.
- Strong organizational skills.
- Ability to multi-task in a fast-paced working environment, while maintaining a high level of accuracy and attention to detail.
- Accuracy and speed to process payables and payments.
- Ability to work under pressure, adapt to changing priorities, meet strict deadlines and deal with interruptions.
- Works with full range of office equipment including computers.

Strong interpersonal and communication skills are essential to perform this position competently.

C – POSITION CHARACTERISTICS

1. Impact & Accountabilities:

This is a support position so the impact on the organization is indirect.

If the Treasury Assistant is not able to keep up with the workload; deadlines may be missed and the municipality negatively impacted.

2. Supervisory Responsibility:

No. supervisory responsibilities.

D – WORKING CONDITIONS

1. Physical Effort and Environment:

Working within an office environment. Substantial amount of work day spent on computer terminal.

The workload is variable being more demanding at accounts payable and tax due dates. Hours are consistent with very little overtime required.

2. Mental Effort:

There are many interruptions, contact with the public, in person and over the phone.

Required to deal with customer complaints and diffuse aggressive situations with customers.

Monthly deadlines must be met.

Accuracy is essential.
