



Job Description Deputy Treasurer

Date:	May 8, 2024
Position Title:	Deputy Treasurer
Competition #	02-2024
Type:	Full-Time Non-Union
Reports to:	Chief Administrative Officer & Treasurer
Hours:	35 hours per week
Salary Range:	\$70,915.21 - \$79,815.81
Benefits/Pension:	Yes

Summary of Key Duties & Responsibilities:

- Prepares reports and statements for review by the Chief Administrative Officer & Treasurer.
- Assist with annual audit activities, including preparation of requested documentation and assist with audit inquiries from various government departments and agencies.
- Assist with grant administration, including application preparation and completion of subsequent financial reporting requirements.
- Assist all departments with financial analysis, financial process development and improvement, and other financial administration advice and assistance as required.
- Perform regular budget and prior year variance analysis and investigate material differences.
- Assist with annual budget, including forming estimates, data gathering, and analysis and document preparation.
- Seek process improvement opportunities and suggest changes to the CAO/Treasurer.
- Maintain general ledger, including posting entries, balancing and reconciling entries and accounts, and performing month end accruals.
- Administer, directs and organizes the processing of accounts payable, electronic fund transfers and cheques.
- Input and production of payroll payments to Town of Prescott employees and councillors.
- Prepares all associated reports and returns including OMERS, WSIB, CRA, EHT and CUPE.
- Prepares annual reconciliations including T4s and OMERS form 119, WSIB and EHT.
- Administrator for employer health benefit plan and OMERS pension plan.

- Works with senior staff to develop, implement and maintain efficient accounting policy and internal controls.
- General oversight of the financial software, including monitoring support and liaison with I.T contractor on technical issues.
- Maintains and organizes records management for the finance department, including transferring documents into electronic filing system.
- Provides accounting support to the BIA, Cemetery and other entities of the Town.
- Performs other such duties as directed by the CAO/Treasurer.

Qualifications:

- Post Secondary education in Accounting, Commerce, Finance, Business Administration or equivalent
- Minimum of 3 years of relevant experience
- A CPA Designation or working towards one is preferred
- Advanced working knowledge of Microsoft Office software applications including Excel, Word, and PowerPoint. Experience using Asyst financial software is considered an asset
- Ability to communicate effectively, liaise with other departments, prioritize tasks, manage deadlines, be detail-oriented and demonstrate critical thinking skills
- Excellent interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff, and to adhere to confidentiality requirements at all times
- Thorough knowledge of financial and accounting principles and practices

Conditions:

- Satisfactory criminal record check will be a condition of employment

The Corporation of the Town of Prescott is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants are requested to make their needs known in advance.

Successful applicants will be required to provide the Employer with a Criminal Record Check, including Vulnerable Sector where required.

Thank you for your interest in this position. Only those to be interviewed will be contacted.