



# Town of Grand Valley

## Job Description

<b>Job Title:</b> Deputy Treasurer	<b>Reports To:</b> Director of Finance/Treasurer
<b>Supervises:</b> None	<b>Date Created:</b> July 2013
<b>Pay Grade:</b> F	<b>Date Updated:</b> February 2026

**The Town of Grand Valley employs a Deputy Treasurer, reporting to and supporting the Director of Finance/Treasurer.**

The Deputy Treasurer:

- Assists with the co-ordination and operation of the Finance Department.
- Conducts or assists with financial reporting, audits, budgeting, accounting, payroll, and asset management.
- In the absence of the Treasurer, shall perform the duties of the Treasurer as outlined in the Municipal Act.

### **Duties and Responsibilities**

1. Perform all property tax collection procedures including but not limited to:
  - Preparation of Interim and Final Tax bills.
  - Enter and update tax rates, classes, assessment codes and local improvement rates, as per by-law.
  - Prepare all supplemental and write off tax bills.
  - Process adjustments.
  - Monitor the assessment roll.
  - Balance and reconcile tax accounts.
  - Act as liaison with MPAC, lawyers and mortgage companies/banks, as required and under the direction of Director of Finance/Treasurer.
  - Run trail balance reports for general ledger and tax rolls.
  - Upload property tax payments made by Electronic Data Interchange (EDI) into the financial system daily.
  - Enter property tax payments made by mortgage companies through Electronic Funds Transfers (EFTs) into the financial system's cash receipting module.
  - Process payment returns (NSF) in the financial system and draft letters to property owners to request repayments.
  - Create communication regarding tax notices, as required.
  - Calculate penalty and interest in the financial system monthly and as required.

- Prepare tax certificates.
  - Explain tax information to taxpayers.
  - Conduct administrator responsibilities regarding MPAC.
  - Verify payments are remitted on schedule.
  - Provide information and excellent customer service to taxpayers, external customers, and agencies.
2. Perform aspects of accounts payable, accounts receivable and the general ledger.
  3. Perform month-end and annual routines, and monthly bank and account reconciliations.
  4. Back up for all payroll duties in absence of Accounting Clerk.
  5. Prepare and monitor annual cash forecasts.
  6. Calculate, reconcile and remit payroll and deductions as authorized by resolution or by-law and under the requirements of federal and provincial guidelines, regulations and legislation. Ensure payroll deductions, pension plans, EHT returns and WSIB premiums are tracked, reconciled and remitted prior to due date.
  7. Responsible for monitoring and updating detailed information on Tangible Capital Assets (TCA) in the Town's Asset Management software and for supporting the ongoing development and updating of asset management policies and plans including. Acting as a liaison with department staff to ensure accuracy of all assets being recorded, as updates occur. Assist with design and implementation of internal controls to ensure the safeguarding of assets.
  8. Prepare and assist the Director of Finance/Treasurer with interim and year-end audit requirements including analysis of general ledger accounts and preparation of annual financial statements.
  9. Perform financial reports and cost investigations, as required.
  10. Assist the Director of Finance/Treasurer in the preparation of the annual budget estimates and rates of taxation.
  11. Assist the Director of Finance/Treasurer in the monitoring of operating and capital budgets.
  12. Coordinate grant applications and ensure compliance with reporting requirements.
  13. Assist in the preparation of the annual Financial Information Return and Financial Statements for the Town and work closely with the Town's Auditors accordingly.
  14. Assist with identifying, establishing and implementing best practices with a focus on continuous improvement, efficiencies and effectiveness.
  15. Perform the statutory duties of the Treasurer as outlined in the Municipal Act, in the absence of the Treasurer.
  16. Attend Council meetings, as required.
  17. Other duties as assigned.

## **Education and Qualifications**

1. Post-secondary Diploma/Degree or certificate in accounting, finance, bookkeeping or equivalent in a related field.
2. Five (5) years of progressive experience working in a public sector finance environment, preferably in a Municipal treasury setting, with experience in property tax administration and reporting requirements and general knowledge of municipal finance operations.
3. Direct experience in a municipal setting and formal education and training in Municipal Accounting and Finance would be an asset.
4. Completion of the Municipal Tax Administration Program (MTAP) as offered through the Ontario Municipal Tax and Revenue Association (OMTRA) preferred, or willingness to complete.
5. Familiarity with basic finance functions, including basic billing, collections, and payables standards and procedures.
6. Understanding of Generally Accepted Accounting Principles (GAAP) and municipal government functions.
7. Proficiency with Microsoft Office & Accounting Software. Experience in iCity/Vadim would be an asset.
8. General knowledge of the applicable legislation and regulatory knowledge, including the Employment Standards Act, Employment Income Act, OMERS and working knowledge of the property tax sections of the Municipal Act, 2001.
9. Strong accounting skills, including reconciliation experience.
10. Attention to detail and an elevated level of accuracy are necessary.
11. Strong time management and organizational skills.
12. Demonstrated tact and discretion in handling sensitive and confidential matters.
13. Excellent communication skills, verbal and written, to deal with customers (internal and external) at all levels.
14. Exceptional interpersonal and customer service skills.
15. Must have a current Criminal Record Check that is satisfactory to the Town.
16. Must have a valid Ontario Class 'G' Driver's Licence.

## **Required Knowledge and Skills**

1. Knowledge of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, and other relevant legislation.
2. Strong inter-personal skills and exemplary written and oral communication skills in English.
3. Working knowledge and previous use of personal computers and the Microsoft Office suite of applications.
4. Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
5. Political astuteness, tactfulness, with a knowledge of municipal government processes, parliamentary procedure and municipal legislation.
6. Strong organization skills to effectively complete, deliver and prioritize assigned tasks and responsibilities within established timelines.

**Personal Contacts**

1. Members of Public
2. All Department Heads
3. Internal Staff
4. Auditors
5. Lawyers
6. OMERS/Benefit Providers
7. Bank/Mortgage Companies
8. MPAC

**Working Conditions**

1. Working within an office environment, with occasional off-site meetings.
2. Professional office attire required per dress code policy.
3. Attend evening Council and committee meetings, and other meetings as required.
4. Co-ordinates in-office time with Director of Finance/Treasurer.
5. Limited lifting of files, file boxes, etc., generally less than 10 pounds.