



JOB DESCRIPTION

Job Title	Deputy Clerk/ Deputy Treasurer
Department	Administration
Manager	Chief Administrative Officer/Clerk (CAO/Clerk-Treasurer)
Date	February 2025

Job Summary
<p>The Deputy Clerk/ Deputy Treasurer is responsible for assisting and providing administrative support to the CAO/Clerk-Treasurer in fulfilling the statutory requirements for the Town of Englehart and Council. This position also assumes the role of the Clerk-Treasurer in their absence.</p>

Responsibilities
<p>Deputy Clerk</p> <p>Assists the Clerk in fulfilling the statutory duties of the Municipal Clerk under the provisions of the Statutes of Ontario including but not limited to:</p> <ul style="list-style-type: none"> • Prepares for Council and Committee meeting including agendas, recording of minutes, research, write and prepares council reports, by-laws, and policies for consideration of Council. • Attends Council and Committee Meetings, as required, including daytime and evening meetings. • Maintains the records management and retention system, in accordance with MFIPPA, including Municipal document management, Council motions, minutes, by-laws, indexing and archives. • Receives, processes and responds to verbal and written correspondence, on behalf of Council. • Writes, prepares and signs correspondence emanating from Council and/or Committee meetings.

- Assists with municipal elections under the Municipal Elections Act, acting as Deputy Returning Officer.
- Acts as Commissioner of Oath, Licensing Officer, Deputy Division Registrar.
- Works in compliance with other legislative duties such as AODA, the Planning Act, etc.

Deputy Treasurer

Assists the Treasurer in fulfilling the statutory duties of the Municipal Treasurer under the provisions of the Statutes of Ontario including but not limited to:

- Manages and implements financial policy planning, financial controls, accounting systems, asset management and tax collection.
- Provides support to the Finance Administrative Clerk for finance administration including tax and utility collection, account receivables and payables.
- Coordinates and assists with preparation of departmental budgets, both operating and capital.
- Prepares all tax and utility billings and acts as Tax Collector.
- Monitors operating and capital budgets on a regular basis and advises the CAO of variances.
- Prepares year-end audit files and financial statements.
- Prepares financial statements and reports for Council and municipal departments.
- Prepares all account reconciliations including monthly bank reconciliations and monitors transactions and cash flow.
- Conducts administration and reports on tangible capital assets.
- Coordinates financial grant programs and ensures the preparation of applications and submission of claims and reports for all programs is carried out in a timely manner.

Other

- Performs duties of the Alternate Community Emergency Management Coordinator.
- Prepares, posts and manages content on the Town's website.
- Manages special projects assigned by CAO/Clerk-Treasurer and Council
- Provides administration support for reception and for the Municipal office by providing information, answering inquires, directing correspondence, receiving payments and issuing receipts
- Performs work in accordance with the provisions of the Occupational Health and Safety Act and Regulations and all company policies and procedures related to Occupational Health and Safety.
- *Performs other related duties as assigned by Management.*

Education and Qualifications

- A Post-Secondary Degree or Diploma in Accounting, Finance, Public Administration or relevant field
- A minimum of three (3) years related progressive work experience
- A minimum of one (1) year of progressive relevant experience in Municipal government is an asset
- Experience in municipal administration, accounting, finance programs and municipal tax administration programs are an asset
- Completion of AMCTO's Municipal Administration Program (MAP) and Municipal Accounting and Finance Program (MAFP) are an asset
- Knowledge of applicable legislation related to municipal administration, finance, taxation, payroll and reporting requirements is required
- Work experience in a Municipality is preferred
- Knowledge of Microsoft Office Suite, accounting software and other software tools

Core Competency and Definition

Adaptability	Adapts and responds to change, is open to new ideas, takes on new tasks and responsibilities, adjusts plans to meet changing needs, is flexible, can multitask and work in a fast paced environment.
Accountability	Meets commitments, works independently, accepts accountability, stays focused under pressure.
Communication	Communicates well both verbally and in writing, accurately delivers the message, shares knowledge and has good listening skills.
Community Service	Focuses on servicing the community, is helpful and seeks to resolve issues and problems, professionally handles questions or complaints, strives to enhance the Town's reputation,
Decision Making	Recognizes problems, responds with solutions, has good judgement, seeks input from others, makes timely decisions, can make difficult decisions, and communicates decisions to others.
Excellence	Committed to quality and excellence, attentive to detail and accuracy, continuously looks for ways to improve.

Initiative	Embraces new ideas or methods, is creative, takes risks within their defined role, looks at how to be more effective and efficient.
Integrity	Deals with others in a straightforward and honest manner, does what is right, is transparent, trustworthy and respected.
Teamwork	Works cooperatively and collaboratively, acknowledges other's opinions and contributions, acts with the safety of others in mind, promotes a positive team work environment.

Working Conditions
<ul style="list-style-type: none"> • Usual office working conditions • Hours of work are Mondays through Fridays from 8:00 am to 4:00 pm with a one (1) hour non-paid lunch break. These hours may vary and may be irregular as required to meet the objectives of the position • Work is subject to hectic peak periods (year end, tax billing, audit) • Must attend evening council meetings and committee meetings as assigned • Responds and deals with public complaints in a courteous manner and with tact • Refers inquiries to appropriate departments • Receives direction and carries out duties as requested by the CAO/Clerk-Treasurer • Impact of Error: Costing, financial or payroll errors could create misleading financial statements and lost time finding errors. Judgement or filing errors could lead to confusion or insufficient decision making

Acknowledgement	
<i>I have read and reviewed the above job description.</i>	
_____	_____
Employee's Name	Date
_____	_____
Manager's Name	Date

