

TOWNSHIP OF MONTAGUE
Position Description – Deputy Treasurer/Deputy Clerk
April 2026

Position Title: Deputy Treasurer/Deputy Clerk
Reporting To: Treasurer and Clerk

PURPOSE OF POSITION

Reporting to the Treasurer and the Clerk, the Deputy Treasurer/Deputy Clerk would provide administrative and financial support, predominantly to the Treasurer and the Clerk, as well as assisting in performing the statutory duties of both the Treasurer and the Clerk as set forth in the applicable provincial legislation, where required.

KEY RESPONSIBILITIES

General Functions:

- Carry out research projects as assigned by the Treasurer and/or Clerk;
- Serve as back up to Administrative Assistant roles as required;
- Review finished materials for completeness, accuracy, format, compliance with Township policies and procedures, and appropriate English usage, including spelling, grammar, and punctuation;
- Assist with responding to general public inquiries, as required;
- Ensure that the Township staff members for whom they provide supervision follow occupational Health and Safety practices;

Treasury Department Functions:

- Perform the statutory duties of the Treasurer as defined in the *Municipal Act, 2001*, and any other applicable provincial legislation, in the absence of the Treasurer, or as delegated by the Treasurer;
- Assist with the day-to-day operation of the Treasury Department including general accounting, financial analysis, budgeting, financial reporting, municipal property taxation, and capital asset management;
- Assist with providing financial advice and information to Council, staff and the public including legislative and administrative processes, financial analysis and long-term planning;
- Assist with processing incoming payments of taxes, user fees, department revenue and other incoming moneys as required;
- Assist with preparing Federal, Provincial and other grant application opportunities upon request from the Treasurer;
- Act as an official signing officer for the Township;
- Assist the Treasurer with the development, evaluation and preparation of the annual budget;
- Assist the Treasurer with financial process implementation for revenue raising departments;

TOWNSHIP OF MONTAGUE
Position Description – Deputy Treasurer/Deputy Clerk
April 2026

- Oversee cash receipting including:
 - internal controls and security
 - Integrity and accuracy of financial transactions and reports
- Perform various General Ledger entries;
- In conjunction with the Treasurer, be responsible for all aspects of property taxation including billings, collection, payments in lieu, assessment management, adjustments, tax sales and other statutory duties;
- Manage the payroll process for all employees, and oversee and finalize the payroll process for all employees in accordance with Township policies and the Employment Standards Act,
- Ensure that payroll and benefit costs are allocated to the appropriate departments;
- Manage the preparation of summaries, payments, and reporting to WSIB, OMERS, EHT, Revenue Canada & benefit carriers, and ensure that these accounts are balances at year end and T4s and records of employment issued in a timely fashion;
- Oversee all accounting aspects of the municipal water system including water billings, penalties, and the collecting of outstanding accounts; and
- Assist with the audit as requested by the Treasurer.

Clerk's Department Functions:

- Perform the statutory functions of the Clerk under the *Municipal Act, 2001*, in the absence of the Clerk, or as delegated by the Clerk;
- Coordinate information for meetings of Council, Committees and other Public Meetings, including liaising with department heads;
- Prepare agendas, minutes, and resolutions for review and approval by the Clerk.
- Assist the Clerk with the preparation and/or review of reports and by-laws.
- In the absence of the Clerk, attend and record the proceedings of Council meetings;
- Ensure completion of follow-up correspondence arising from the meetings as directed by the Clerk;
- Gather background information and research reports, as well as municipal by-laws, as required;
- Make all necessary arrangements (conference bookings, travel, accommodations) for council members attending conferences and/or training;
- Assist the Clerk with drafting, collecting and filing of agreements as requested;
- Provide services as a Commissioner of Oaths;
- Maintain and update databases for municipal record retention, including resolutions, reports, correspondence, policies, by-laws, etc.;
- Assist with responding to inquiries from various parties, including but not limited to the public, Council, businesses, and government agencies regarding legislation, regulations, policies and proposed policies and initiatives;
- Ensure all public documents comply with accessibility legislation;
- Assist the Clerk with all statutory and legislated requirements of carrying out municipal elections, under the *Municipal Elections Act*, including acting as the Deputy Returning Officer;
- Attend necessary meetings with government agencies, Provincial Ministries and others as needed;

TOWNSHIP OF MONTAGUE
Position Description – Deputy Treasurer/Deputy Clerk
April 2026

- Issue lottery licenses and complete provincial reports as requested;
- Assist with organizing and monitoring the retention period of all corporate records and the destruction time frame;
- Create records management files and maintain record information management index(es) as requested;
- Complete records searches for public and staff; and
- Organize and maintain various office files in both paper and electronic format.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Thorough knowledge of administrative practices and procedures and municipal operations and legislation
- A post-secondary diploma in finance or accounting, or business diploma (two or three years) in accounting from a Community College, or equivalent combination of education and experience
- Successful completion of AMCTO's Municipal Administration Program and Municipal Accounting & Finance Program, or in the process of completing or willing to complete the programs, would be considered an asset
- Successful completion of OMTRA Municipal Tax Administration Program (MTAP), or in the process of completing or willing to complete the program, would be considered an asset
- Capable of carrying out duties with minimal supervision and prioritizing projects
- Excellent written and oral communication skills
- Strong time management and organizational skills
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive and professional manner
- Excellent computer skills, proficiency using Outlook, Word, Excel and PowerPoint
- Ability to perform duties with a high degree of accuracy
- Proficient in interpreting and applying legislation, regulations and policies
- Ability to preserve the integrity of all confidential matters

WORKING CONDITIONS

Usual hours of work are based on a 35-hour, 5-day week (9:00 am to 4:30 pm). Working outside of these usual hours may be required to cope with deadlines, Council and Committee meetings, peak periods and unexpected situations that arise.

The Deputy Treasurer/Deputy Clerk will generally work out of the Municipal Office located at 6547 Roger Stevens Drive. There may be the opportunity for a limited amount of remote work, if required.

Municipal staff must meet changing deadlines and requirements with the added stress of interruptions from staff and the public, occasionally dealing with individuals that may not agree with the policies, procedures and decisions of Council.

TOWNSHIP OF MONTAGUE
Position Description – Deputy Treasurer/Deputy Clerk
April 2026

Physical Requirements:

Will be required to sit for extended periods of time while using the computer.

The occasional lifting of heavy objects (ie. file boxes) is expected.

Mental Requirements:

Ability to mentally focus on detailed information requiring a high level of acuity and attention to detail.

Health & Safety Requirements:

The Township of Montague believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Township's Health and Safety Policy and understand their:

- Right to Participate:
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Township's Health and Safety Policy and comply with the *Occupational Health and Safety Act*.