



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Employment Opportunity

Full Time Position

Deputy Treasurer/Tax Collector

The Township of Norwich, with a population of approximately 11,367 is one of five rural municipalities within the County of Oxford. The Township currently has an employment opportunity for a full-time position of Deputy Treasurer/Tax Collector.

Reporting to the Director of Finance/Treasurer, this position assists in the statutory duties of the Treasurer as defined in the Municipal Act and other Acts of Legislature as delegated by the Treasurer. This position will serve as deputy financial officer and custodian of the revenues and securities for the municipality which includes, but is not limited to accounting functions, processing financial reports, maintaining files and records. Salary range effective January 1st, 2025, is \$79,032 to \$92,456, based on a 35-hour workweek.

Qualifications and Experience Preferred:

- Completion of post-secondary education in Finance, Business Administration, Accounting or equivalent combination of education, training, and experience.
- Enrolment in the Chartered Professional Accountant (CPA) program.
- Minimum 3 years' experience in Municipal financial setting, including assisting with budgetary preparation and processes is preferred.
- A self-motivated, highly organized individual with excellent communication and interpersonal skills with the public.
- Must possess strong critical thinking and problem-solving skills.
- Must be capable of multi-tasking and working with minimal to no supervision.
- Complete familiarity working with MS Office and ability to adapt to Municipal software programs.

A detailed job description can be found on our website at: www.norwich.ca

All qualified applicants are encouraged to apply by submitting a resume and letter detailing how they meet these qualifications by **4:00 p.m., Friday, January 10th, 2025**, to the Township of Norwich to the attention of:

Mary Winegarden, Human Resources Coordinator
Township of Norwich, 285767 Airport Road, Norwich, ON N0J 1P0
Phone #: 519-667-2000, Ext. 7616
E-Mail: mwinegarden@norwich.ca

Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA), upon advance notice of specific accommodation required.



JOB DESCRIPTION DEPUTY TREASURER/TAX COLLECTOR

PURPOSE:

The Deputy Treasurer/Tax Collector reports to the Director of Finance/Treasurer and assists in the statutory duties of the Municipal Treasurer as defined in the Municipal Act and other Acts of the Legislature as delegated by the Treasurer. This position will serve as deputy financial officer and custodian of the revenues and securities for the municipality which includes but is not limited to accounting functions, processing financial reports, maintaining files and records.

SKILL AND EFFORT:

Education and Experience

- Completion of post-secondary education in Finance, Business Administration, Accounting or equivalent combination of education, training, and experience.
- Enrolment in a Chartered Professional Accountant (CPA) program.
- Minimum 3 years' experience in Municipal financial setting, including assisting with budgetary preparation and processes is preferred.
- Municipal Tax Administrative Program (MTAP) considered an asset or willing to enroll in Program.
- A self-motivated, highly organized individual with excellent communication and interpersonal skills for dealing with the public.
- Must possess strong critical thinking and problem-solving skills.
- Must be capable of multi-tasking and working with minimal to no supervision.
- Complete familiarity working with MS Office and ability to adapt to Municipal software programs.
- A valid Class "G" License is required.



RESPONSIBILITY:

Accountability

- Statutory duties of the Tax Collector as defined by the Ontario Municipal Act.
- Assist the Director of Finance/Treasurer to perform the statutory duties of the Municipal Act and other Acts of Legislature as required.
- Assume the duties of the Treasurer in the absence of the Director of Finance.
- Develops or makes critical inputs into a complex and variable budget making up a significant portion of the departmental budget and, as delegated, is responsible for administration of this budget or develops and has responsibility for administration of other departmental budgets as needed. Administers and is responsible for processing a number of elements of the municipality's financial system.

Financial

- Assists in preparation of the Capital and Operating budgets.
- Performs internal auditing to maintain the general ledger accounts as per budget.
- Preparation of journal entries related to accounts payable, accounts receivable, payroll and tax transactions.
- Assists with maintenance of the Asset Management Plan.
- Oversees tax billing and collection, accounts payable and account receivable procedures including invoicing of municipal drains.
- Preparation and completion of payroll and bank reconciliations as required.
- Maintains financial sub-ledgers for drains, trust funds, building deposits site plan control and performance security guarantee deposits.
- Assist in the preparation of documents required for annual audit.
- Assist in the preparation of annual Financial Statements, Financial Information Return and Provincial measures.
- Responsible for sales and other tax compliance and rebates (HST, PST, GST).
- Backup for Revenue Coordinator, Accounts Payable/Customer Service Clerk, and Human Resources Coordinator for payroll/benefits, when required.
- Preparation of WSIB remittance.
- Preparation of yearend reports for WSIB and EHT.
- Provides statement of revenue and expenses, tax receipts for various committees.
- Performs statutory duties of the Tax Collector, when required and responds to inquiries.
- Other duties as assigned.



Supervision

- Responsible for general guidance to the Revenue Coordinator, Accounts Payable/Customer Service Clerk and Human Resources Coordinator for payroll and benefits.

Financial Authority

- This position is responsible for proper recording of all financial transactions and completion of bank reconciliations on a monthly basis. In addition, serves as backup for authorizing and signing cheques in the Director of Finance/Treasurer's absence.
- Develops or makes critical inputs into a complex and variable budget making up a significant portion of a departmental budget and, as delegated, is responsible for administration of this budget or develops and has responsibility for administration of a departmental budget which represents a relatively small portion of the municipality's total annual budget or administers and is responsible for processing a number of elements of the municipality's financial system.

Contacts – Internal/External

- Municipal Property Assessment Corporation (MPAC) to effectively maintain the assessment roll.
- Ratepayers and legal representative when contentious situations arise to obtain cooperation and approval of actions (e.g., tax collection).
- Municipal staff to maintain effective working relationships for the benefit of an effective program administration.
- Work involves frequent contact with the public, other levels of government/agencies and with a wide variety of staff to provide or obtain information and service that is important to the operation of the municipality. Requires appropriate tact in order to obtain co-operation and approval of action.