



Township of East Garafraxa Deputy Treasurer/Tax Collector Job Description



Position Synopsis and Purpose

The Finance Department is responsible for handling the financial affairs of the municipality and ensuring the overall financial well-being of the Township. With just under 1,200 property taxes make up most of the Township's revenue, with a small municipal drinking water system to thirty-three (33) homes.

To achieve their goals the Finance department operates within policies and guidelines as set out by Federal/Provincial governments and Township Council. The general duties of the Finance Department are as follows:

- Property tax billing and collection, including tax registration & tax sales.
- Water utility billing and collection
- General accounts payables, receivables, billing, and collection
- Payroll and benefits administration
- Procurement processing and approvals
- Supervision of accounting and internal control for all departments
- Financial reporting and report preparation for Senior levels of Government as well as internal financial reporting, as required.
- Subsidy preparation for all departments including liaison with Federal and Provincial Ministries
- Coordination of all audit functions
- Budget preparation, coordination, and review
- Custodian of all financial assets including the asset management plan of the Corporation
- Risk management and insurance services for the municipality.

POSITION OVERVIEW:

This position will need to be appointed under Council bylaw, and the Deputy Treasurer/Tax Collector is a hands-on accounting role, which will assist the Township to oversee the financial management of the organization, ensuring compliance with bylaws, policies and regulations, and ensuring the accuracy of accounting and related information systems. This position will function as the backup to the Treasurer in their absence.



Major Responsibilities

Description	Approx. Time Spent (%)
PROPERTY TAXATION AND ASSESSMENT: - Assist ratepayers with questions re: assessments, tax bills, preauthorized payment plans, MPAC and arrears. - Contact ratepayers via letter or telephone to request payment of arrears and arrears notice - Tax Billing preparation, establish tax rate table, monthly reconciliation, collecting and reporting, year-end roll over. - Manage all aspect of municipal property taxation and collection, payment in lieu, transfers, assessment, arrears, tax write-offs and tax sales, supplementary tax billings, while ensuring compliance with all relevant provincial regulations. - Calculate manually and/or computer entry of all charges added to Roll, including Municipal tile Drains loan, local improvement charges, Special Area Rates, etc., ensuring accuracy. - Maintain the sub-ledger, execute the tax billing and collection functions. - Calculate computer credit adjustments and requisitioning of refunds, if necessary, due to Assessment Review Board decisions, tax write-offs, Tax Incentive Approvals, Minutes of settlements, Farm Tax Class Program rebates, Farm Forestry Rebates, vacancy rebates, etc. - Maintain tax rolls in Township tax software system including adding new, updates and changes. - Creates and signs tax certificates. - Analyze tax assessment data in tax reassessment years. - Acts as Municipal Representative at Assessment Review Board Appeals.	30%
BOOKEEPING AND GENERAL LEDGER: - Processing of accounts payable, accounts receivable, and reporting - Ensures all invoices paid on time and verifies accuracy. - Monitors revenues and accuracy of accounting - Ensures bank statements reconciled regularly and that direct deposits for taxes, and other revenues duly recorded. - Process Bank and cash deposits.	20%
BUDGETS: - Assist in the budget preparation, monitoring, control and reporting including grant preparation, transfer payment reporting, and County & School board reporting - Establish and maintain system and records for accurately recording all financial transactions to reflect the financial situation of the Township to ensure the accuracy of all data. - Monitor actual expenditure/revenues and provide regular and timely variance reports. - Develop and present reports and information at Council meeting regarding progress and accomplishments for programs and projects; the status of current operations in relation to the approved budget and long term plan; and other matters dealing with the management of the treasury function	20%

Description	Approx. Time Spent (%)
PAYROLL & BENEFITS • Manage the third party payroll service provider contract and liase for the administration of employee payroll • Administer the employee group benefits program. • Administer payroll, statutory remittances, records of employment, T4s, benefit plans, pension reporting, WSIB, and EHT requirements.	15%
OTHER: • Back-up Finance Assistant position at the front counter, main phone line and other customer service duties. • Responsible for the Development Charges Act, including Development Charges Bylaw, coordinating background reports, development of bylaws, development charges deposits and securities, and development charges record keeping • Assist in the preparation of audit files and working papers for external auditors, coordinate an annual audit, and ensure the audited financial statements are delivered by the auditor to Council • Other duties and responsibilities as assigned, including as Acting Treasurer during absences.	15%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence

1. List examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.

REVENUE ADMINSTRATOR

Property tax collection & revenue administration is critical as it is responsible for the administrative and fiscal work in the collection and handling of Township funds, ensuring all properties are treated equally and fairly. Detail calculations impact rate payers understanding of their taxes.

BUDGETING

Budgeting is one of the most important tasks in the Finance Department. Creating a thorough, precise and transparent budget is important so that Council can make informed decisions. This function is critical to provide as much information as possible, and provide multiple options and considerations, to determine an accurate tax levy on which to base tax collection and ensure the financial health of the Township.

AUDIT PREPARATION

Creating a smooth audit process is essential to ensure that all Township financial controls and transactions are recorded accurately and managed appropriately. Ensuring that all necessary documentation is delivered to the Township auditors efficiently and that all records are complete and in order.

REPORTING

Reporting on time and with accuracy is key to ensure successful results in grant proposals and reports. It is the main component in ensuring that other agencies evaluate the Township position with clarity and accuracy, so that fair decisions can be made that will impact the Township's financial situation. Deciding what to report, how to report and when to report is crucial.

2. List examples of situations or problems that are referred to the supervisor for direction or resolution.

Struggling to meet a deadline or completing a task or lack full understanding of a task. Also, receiving and understanding instructions from Treasurer regarding direction given by Council with respect to their initiatives and goals for the Township, and preparation of documentation/reports accordingly.



Required Training (Description of training required to perform the major responsibilities)

****The successful candidate is expected to enroll and obtain a certificate in Municipal Revenue Administration from the Ontario Municipal Tax & Revenue Association. ****



Minimum Qualifications

Education (degree/diploma/certifications)

- Post-secondary education in accounting, finance, or related fields.
- Certificate in Municipal Revenue Administration is preferred.
- Working towards certification as a Chartered Professional Accountant is an asset.

Experience

1. Minimum of two (2) years experience in a municipal corporate treasury role
2. Proven experience in the administration of Ontario municipal property taxes and assessment appeals, including providing front-line customer service to residential ratepayers.

Knowledge/Skill/Ability

Extensive knowledge of municipal finance and accounting practices, auditing, public sector accounting and procurement principles and practices, asset management, investment and debt management, long range planning, provincial grant process, property taxation, budgets and local government functions and responsibilities.

High level of proficiency with all Microsoft applications, particularly excel, and knowledge of Keystone Accounting programme would be an asset.

Excellent working knowledge of legislation, policies and programs that affect municipal government.

Excellent analysis and research skills, with proven ability to define and solve complex financial and business problems requiring quantitative, qualitative and process analysis to assist in the management of financial information.

Excellent interpersonal, project/time management, organizational, analytical, research, communication, presentation, problem-solving and report-writing skills.

Good working relationship with other staff members, Council and the public.



Work Setting (Description of the work environment and nature of people interactions)

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Treasurer	Constant	Communicating on Finance needs, and data to go to Council
Clerk	Regular	Matters that need to go to Council
Administrative Financial Assistants	Constant	Financial matters they are assisting with
Public Works Director	Occasionally	Relating to budget, accounts, personnel and/or asset management
Public	Regular	Inquiries on tax billing and assessments as well as general enquiries related to finance
Other agencies	Regular	Auditors, Vendors, County, Ministries, other local municipalities, Financial Institutions, etc.

Work Conditions/Physical/Mental Effort

Please check off all that apply.

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal (i.e., 8:30 am – 4:00 pm, Monday to Friday)	☒
Evenings/Weekends	☒
On-Call	☐
Over-time (How often? Expand below)	☒

Examples:

Occasional overtime worked as required especially during budget and audit and year end activities.

Attend Council and/or rate payer meetings after hours.

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	☒	☐	☐	☐	100%
Outdoors	☐	☐	☐	☐	%
					=100%
Attend internal/external meetings	☐	☐	☒	☐	40%
Time spent travelling	☐	☐	☐	☒	10%
Frequency of interruptions	☐	☒	☐	☐	40%
Interaction with irate/aggressive clients/customers	☐	☐	☐	☒	10%
					100%

Examples:

Interruptions are usually from administrative financial assistants regarding treasury duties they assist with, and/or Treasurer including discussions regarding Council direction, and strategic planning requirements with respect to finance. Discussions with rate payers regularly, especially during tax season, and occasional incidents wherein tax questions or queries can become contentious. Typically, if a customer becomes aggressive with administrative financial assistant the matter will forward to Treasurer, if it is treasury related.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	☐	☐	☐	☐
Fumes	☐	☐	☐	☐
Dirt, Dust	☐	☐	☐	☐
Hazardous chemicals	☐	☐	☐	☐
Disagreeable weather conditions	☐	☐	☐	☐

Examples:

N/A

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	☐	☐	☐	☐
• Standing	☐	☐	☐	☒
• Sitting	☒	☐	☐	☐
• Walking	☐	☐	☐	☐
• Climbing	☐	☐	☐	☐
Requirement to lift objects (list max weight)	☐	☐	☐	☒
Pushing and/or pulling objects to complete tasks	☐	☐	☐	☒
PPE worn on a regular basis (list type):				
• Only masks 'if required' for respiratory illnesses/seasonal flu etc.	☐	☐	☐	☒
	☐	☐	☐	☐
	☐	☐	☐	☐
Types of tools used (list type):				
• Computer	☒	☐	☐	☐
• Calculator	☐	☒	☐	☐
• Phone	☐	☒	☐	☐

Examples:

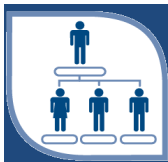
Data inputting, analysis, calculating, budget preparation, audit preparation, tax billing and taxation functions, dealing with agencies, Provincial and Federal levels of government regarding funding and reporting requirements, public enquiries, other staff, and other municipalities.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	☒	☐	☐	☐
Visual effort required on a concentrated basis	☒	☐	☐	☐
Requirement to listen attentively	☒	☐	☐	☐

Examples:

Responsible for deadlines.
Responsible for accuracy.
Frequent high volume of workload.
Flexibility and adaptability.
Spontaneity and able to switch direction/focus frequently.



Position Classification (Where this position fits)

Position Title: Deputy Treasurer / Tax Collector	Division:
Department: Administration	Classification: Pay Band Level 8.1 Salaried
Work Location: Office (in-person)	Reports to (Direct): Treasurer
Position(s) Supervised Directly: N/A	Position(s) Supervised Indirectly: Financial Assistant
Effective Date: August 25, 2026	Revision Date: N/A
Salary Range: 2026 Rates: \$81,515 – \$92,135	Hours per Week: 35

Organizational Chart

List the reporting relationship of this position to others within the immediate department.

