



Job Description – Deputy Treasurer

Last Updated: May 2026

Summary:

Under the direction of the Director of Financial Services /Treasurer, the Deputy Treasurer is responsible for leading and supporting the Municipality's core treasury functions, with a primary focus on municipal taxation, budgeting, and financial administration. The position assists in the maintenance of the general ledger for operating, capital, reserve, and reserve accounts; prepares year-end closing and adjusting journal entries, financial statements, and required provincial reporting; and oversees accounts payable, accounts receivable, tax ledgers, cash handling, banking operations, and reconciliations.

The Deputy Treasurer performs all statutory duties of the Tax Collector, assists in the preparation and monitoring of the capital and operating budgets, oversees the corporate purchasing function, and contributes to financial planning, legislative compliance, and service delivery while promoting customer service excellence and supporting a safe, professional, and responsive municipal office environment.

Location: Municipal Office – Chesley

Class: Full-time, 35 hours per week

Department: Treasury

Reports To: Director of Financial Services / Treasurer

Supervises: Accounting Clerk (2)

Taxation

1. Oversees and administers all property tax billing, collection, and account management functions, including maintaining accurate tax rolls, adjustments, penalties, write-offs, rebates, and certificates.
2. Ensures compliance with applicable legislation, regulations, and municipal policies related to municipal taxation.
3. Acts as Municipal Commissioner as required.
4. Serves as a senior point of contact for complex tax inquiries and issues, providing clear, accurate, and professional responses.

Budgeting & Financial Planning

5. Assists the Treasurer in the preparation, administration, and monitoring of the annual operating and capital budgets.
6. Performs budget variance analysis and provides financial information to support departmental and senior management decision-making.
7. Supports long-term financial planning, reserve and capital funding strategies, and year-end financial processes.
8. Assists with financial reporting and required submissions to the Province.

Accounting & Financial Administration

9. Assists with maintaining the general ledger for operating, capital, reserve, and trust fund accounts and ensures accuracy and integrity.
10. Oversees accounts payable, accounts receivable, cash handling, bank reconciliations, and internal financial controls.
11. Supports the development, implementation, and review of treasury policies, procedures, and best practices.
12. Supervises and supports accounting staff to ensure consistent, accurate, and timely financial operations.

13. Ensures financial records management practices comply with corporate policies and legislative requirements.

Customer Service & Public Relations

14. Leads and promotes a culture of customer service excellence within the Municipality
15. Ensures residents, businesses, and stakeholders receive courteous, professional, accurate, and timely service related to taxation, billing, and financial inquiries.
16. Resolves escalated customer service matters related to treasury services with diplomacy, consistency, and sound judgment.
17. Supports continuous improvement of customer service processes, balancing accessibility, efficiency, and legislative compliance.
18. Works collaboratively with municipal staff to ensure a positive and respectful customer experience within the municipal office environment.

Payroll & Benefits (Backup / Secondary Responsibility)

19. Provides backup support for payroll processing, remittances, and reporting as required.
20. Supports payroll, benefit, pension, and statutory reporting during absences or peak periods.
21. Maintains knowledge of payroll-related legislation, collective agreements, and benefit programs to ensure continuity of service.

Administration

22. Assists with the administration and support of municipal financial and taxation software systems.
23. Prepares correspondence, reports, and financial documentation as required.
24. Provides financial advice and guidance to senior management and municipal staff.
25. Performs other related duties as assigned

Education/Experience/Skills

- A minimum post-secondary degree/diploma in Accounting/Business.
- A minimum of three (3) years relevant experience in municipal financial administration, in a position of Deputy Treasurer or Senior Financial Analyst
- CPA designation or working towards considered an asset
- AMCTO Municipal Accounting & Finance Program (MFAP) considered an asset.
- AMTCO Municipal Tax Administration Program (MTAP) is considered an asset.
- Intermediate knowledge of Microsoft Office

Physical Effort and Working Conditions

- Work is typically performed in a standard office environment.
- Work will involve lifting (paper bundles, heavy file folders).
- The mental effort required concentration on a variety of activities and the processing and interpretation of information.
- There are constant interruptions, deadlines and changes of priorities.
- Certain problems to be addressed require the ability to research to solve.
- Required to interact with professionalism and effectively with internal and external stakeholders.
- Regularly required to prioritize variable workload.