

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: December 16 2022	Asset Manager & Deputy Treasurer
--	---

SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: William Gott
Job Title: Asset Coordinator & Deputy Treasurer	Supervisor's Job Title: Treasurer
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Finance
Employment Status: Full Time Salaried Position	Pay Band: 9

2) Scope of Position (A maximum of three sentences.)

The Asset Manager & Deputy Treasurer is responsible for leading development, implementation, maintenance, and improvement of the asset management plan and records of assets in accordance with PSAB 3150. Key responsibilities also include creating and maintaining the associated long-term financial plan as it pertains to multi-year budgeting, investments, development charges reporting, grants, and debt management. This position supports management and department heads with Asset Management data and reports to support operating budget

This position will perform the statutory duties of the Deputy Treasurer as described in the Municipal Act and will act in the absence of the Treasurer and act as a backup for the finance administrative assistants.

Key Responsibilities	Tasks	Percent of Time
Asset Management	<ul style="list-style-type: none"> • Leads development, implementation, maintenance, and improvement of the asset management plan • Attend asset management meetings, seminars and participates in learning opportunities in order to improve the Township's Asset Management processes • Continuously evaluate policies and procedures concerning asset management planning to ensure ongoing improvement and continued compliance with legislation through research of best practices • Record and analyze the Township's capital assets and maintains the capital asset register in accordance with PSAB 3150 • Analyze capital projects and transfers funding from reserve and reserve funds accordingly • Analyze and reconcile monthly reserves and reserve funds • Prepare capital asset year end working papers, maintain the capital asset register, and record capital asset amortization annually • Create and issue monthly internal capital fund reports and distributes to appropriate staff • Assists in preparation of a quarterly capital report for Council through discussions with the appropriate department head • Prepare and post journal entries as required 	66%
Budget Preparation	<ul style="list-style-type: none"> • Create and maintain annual and multi-year budget and forecast template(s) • Assist the Treasurer with the annual and multi-year budget process, background facts, figures and estimates • Maintain accurate records for multi-year capital budget, reflect changes throughout the budgetary process • Update/set-up of new capital projects in Keystone • Import and maintain annual budget values in Keystone 	14%
Investments, Cash & Debt Management	<ul style="list-style-type: none"> • Calculate investment income on investments held by the Township • Maintain letters of credit, security deposits and developer files • Coordinate with appropriate banks any changes, reductions, cancellation or issuance of letters of credit 	2%

Grant Administration	<ul style="list-style-type: none"> • Prepare grant applications for capital projects • Prepare and submit grant reports/claim requests to appropriate institutions • Ensure that timelines for grant applications and reporting are met • Communicate with appropriate personnel in order to prepare grant documents • Research potential grant opportunities and make recommendations regarding eligibility 	2%
Deputy Treasurer	<ul style="list-style-type: none"> • Manages a department of 3 financial staff that process finance administration, account payable & payroll and accounts receivable & utility invoicing. • Bank/Account reconciliations • Record cleared cheques • Prepare HST filings • Assist with year end processing and audit • Supervise finance assistant positions 	14%
Other	<ul style="list-style-type: none"> • Act as a backup to the Payables function (input of vendor invoices and generation of cheques) • Act as a backup to the Receivables function (miscellaneous invoicing for all departments, bi-monthly water/wastewater billing, preparation of bank deposits) • Assist with general finance responsibilities and administration • All other duties as assigned 	2%

SECTION B: SKILLS

1) Formal Education and External Training

<u>Highest level required</u>	<u>Specific Specialty or Degree? (List)</u>
<input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input checked="" type="checkbox"/> Individual Courses	-Must have post-Secondary education at college or university level, or equivalent combination of education and experience in accounting, finance or related field -Certificate in Asset Management preferred
<u>License or Professional Designation</u>	
A recognized professional accounting designation would be an asset (i.e. Chartered Professional Accountant 'CPA')	
Is it a requirement of your job to keep "up-to-date" by reading or taking courses / seminars?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Discuss:

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
Tangible Capital Asset / Asset Management systems	Ongoing
Municipal accounting software	One Month
Finance (MFOA) Conference	Annually

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none">Financial experience, preferably with municipal settingAsset Management Experience including infrastructure lifecycle models, principles and conceptsExcellent analytical skills showing good judgement, sound problem solving and conflict resolution abilitiesWorking knowledge of fund accountingUnderstanding of PSAB 3150 – Tangible Capital Assets	Three [3] years of responsible related experience, preferably in a municipal setting or equivalent education

4) Other Key Skills

<ul style="list-style-type: none">Sound knowledge of risk and asset management practicesGood knowledge of related legislationGeneral knowledge of Municipal Government administration and structureBasic technical knowledge of infrastructure including roads, storm sewers, sanitary sewers, municipal drains, and water distributionDemonstrated judgment and ability to critically assess options within the context if applicable legislation to guide decisionsComputer literacy and proficiency utilizing Microsoft Office software applications and adaptability to program specific softwareDemonstrated organizational skills to meet strict and time sensitive deadlines

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities CAO	Daily Frequently Daily Occasionally Daily Frequently Occasionally Occasionally	In person, via phone or e-mail
External Contacts	Frequency	Method
Ratepayers Children/Students Seniors Supplier General Public (Not residents) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups	Seldom N/A N/A Occasionally Seldom Occasionally Occasionally Occasionally Seldom Occasionally Seldom Occasionally Occasionally Seldom Seldom Seldom	In person, via phone or e-mail
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; resolving conflicts; advising; persuading; mediating, communicating in difficult or complex situations related to employee performance reviews, department financial information and asset planning.		

6) Decision Making

Works with detailed and complex materials and must exercise judgment in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution with policies and legislation. Complex issues are escalated to the Treasurer.

8) Equipment & Technology Utilized

Operating systems, Municipal Property Taxation software, Accounting Software, Asset Management Software, Microsoft Office suite

SECTION C: RESPONSIBILITY

1) Program Delivery

Must have thorough knowledge of applicable federal and provincial statutes and regulations of financial reporting methods, and legislation related to Asset Management.

2) Impact and Accountabilities

Responsible to the Treasurer.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
Finance Assistant – Utilities & General Revenue Finance Assistant – Payables & Payroll Administration, Finance & By-Law Assistant	3
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
Assist other users with financial entries and reporting	

4) Material and Information Resources

Network operating systems, computers and other standard office equipment.
Maintain accurate information, data and records.

5) Financial Resources

This position has access to confidential financial information and is responsible for accurate accounting data entry and reporting.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				X	
Standing		X			

Noise Exposure		X			
Adverse Temperature			X		
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				

2) Health & Safety Hazards

Minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

Travel to training courses and networking meetings as required

4) Driving

Minimal

5) Mental Environment

Works alone with regular interruptions; busy office environment
Deadlines and financial responsibilities contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Strong mental effort required. Excellent keyboarding skills and intense visual concentration is required.
Deadlines and task management are major components of work effort.
Meticulous attention to detail and accuracy

2) Physical Effort

Minimal physical effort required.
Good keyboarding skills. There will be some long periods of data-processing required and

occasional long periods of sitting.
Intense visual concentration.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

This employee is presently serving as an OGRA (Ontario Goods Roads Association) Board Member as a municipal staff representative in 2022-2023 for the duration of their present and future term with management approval.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____