

# CORPORATION OF THE TOWNSHIP OF HILTON

## Job Description (August 2023)

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### Clerk - Treasurer - Tax Collection

**1. Reporting Relationship:** Reports to the Township Council

**2. Scope of Position/Summary of Duties:**

Complies with legislation, by-laws, resolutions, and decisions by Council.  
Fulfills the statutory, operational, and advisory duties required of the Offices of Clerk, Treasurer and Tax Collection, within the guidelines of legislation and policy.

**3. Responsibilities:**

**3.1 Municipal Clerk**

- 3.1.1 Performs the statutory duties of the Municipal Clerk under The Municipal Act and other Acts of the Legislature.
- 3.1.2 Draft by-laws, resolutions, and minutes for Council consideration; conducts necessary research and analysis and obtains legal advice when required to provide suitable background information for debate, discussion, and decisions by Council.
- 3.1.3 Prepares Council and Committee agendas and organizes the preparation of background material, staff reports and other relevant information.
- 3.1.4 Processes appropriate receipt and response to correspondence, both orally and written, on behalf of Council.
- 3.1.5 Provides oral and written reports to Council and the public on a variety of Municipal issues.
- 3.1.6 Prepares a variety of statistical reports and responds to requests for information by Federal and Provincial governments and other local government bodies.
- 3.1.7 Coordinates the implementation, administration and evaluation of policies that are determined by Council; develops appropriate systems and procedures for supporting the decision-making process.
- 3.1.8 Interprets by-laws, resolutions, and policies to interested residents and ensures that residents are aware of the content and intent of Council decisions.
- 3.1.9 Maintains a tactful relationship with the media, to provide correct, factual information.

- 3.1.10 Coordinates responses to planning activities as required by Provincial planning legislation and Ontario Land Tribunal requirements that are required to be performed by the Clerk.
- 3.1.11 Responsible for the preparation and management of Municipal and School Board Elections under legislation in capacity of Returning Officer.
- 3.1.12 Provides for administrative continuity of Municipal services following Municipal elections and during the early stages of the incoming Council's operation to minimize disruption; provides orientation to new Councillors.
- 3.1.13 Ensures that all staff members receive all mandatory health and safety training and keeps a written record thereof.
- 3.1.14 Liaises with the St. Joseph Island Planning Board on all planning matters.
- 3.1.15 Acts as a Commissioner of Oaths.
- 3.1.16 Processes Official Plan and Zoning Amendments, Shoreroad Purchase Applications, Deeming Applications. Provides zoning information to residents, as required.
- 3.1.17 Prepares advertisements for employment opportunities, arranges for, and attends the interviews, checks references, does the follow-up for the job offer and notification to all candidates.

## **3.2 Municipal Treasurer**

- 3.2.1 Performs the statutory duties of the Municipal Treasurer under The Municipal Act and other Acts of the Legislature.
- 3.2.2 Advises Council on the Federal-Provincial grants structure, i.e. eligibility criteria, cost-sharing arrangements and enabling legislation; discusses with the appropriate Ministry; prepares the necessary documentation to support funding applications and completes subsequent reporting requirements to ensure compliance.
- 3.2.3 Provides advice and assistance to Council in the preparation of the operating and capital budgets including procedures for interim levies, borrowing and banking arrangements, as well as the management of the Township's financial resources and the establishment of necessary controls and reporting procedures.
- 3.2.4 Provides regular reports to Council on the budget performance and other financial accounting systems.
- 3.2.5 Prepares for the year-end closing and adjusting journal entries.
- 3.2.6 Coordinates the performance of the annual audit with the Municipal Auditor
- 3.2.7 Updating, maintaining and utilizing asset management registry for the Township using PSD Citywide Software

- 3.2.8 Advises Council on the Township's insurance protection program.
- 3.2.9 Ensures that equitable and effective tendering procedures are observed, in cooperation with the pertinent staff, according to the procurement by-law where applicable.
- 3.2.10 Establishes and maintains the accounting systems including accounts payable and receivable transactions, payroll.
- 3.2.11 Responsible for the financial management of the Cemetery, as well as, operation requirements and annual reporting to BAO

### **3.3 Tax Collection**

- 3.3.1 Manages the Township's tax system- performs the statutory duties of Tax Collector as defined in The Municipal Act and related legislation.
- 3.3.2 Sets up and controls accounting transactions for all residential, commercial and industrial taxation in the Township.
- 3.3.3 Calculates taxes payable according to the levy by-law and related policy and procedure for installments on the interim and final payments. Organizes and coordinates the mass mailing/emailing of tax bills to ratepayers and pertinent banking institutions.
- 3.3.4 Responsible for the balancing of all tax accounts monthly and calculations of interest penalties according to the levy by-law.
- 3.3.5 Responsible for the receipt of interim and final tax installment payments, issuance of receipts and postings of the particulars to individual tax accounts.
- 3.3.6 Accountable for all changes to tax accounts resulting from assessment, budget and legislation changes, tax adjustments and writeoffs.
- 3.3.7 Ensures that tax bills are accurate before they are sent to ratepayers.
- 3.3.8 Prepares the supplementary tax bills for changes that are added to the Roll under Section 33 of the Assessment Act.
- 3.3.9 Calculates and records cancellation, reduction and refund of property taxes under Section 34 of the Assessment Act.
- 3.3.10 Submits applications for tax cancellations to the Assessment Corporation.
- 3.3.11 Responsible for the preparation of tax arrears listings, outstanding taxes and issuing tax arrears notices to delinquent property owners.
- 3.3.12 Manages tax verifications and tax certificates.
- 3.3.13 Calculates grants-in-lieu and prepares billings to appropriate government agencies.
- 3.3.14 Maintains accurate records of ownership, address and mortgage changes.
- 3.3.15 Performs all documentation and accounting control procedures for the tax sale procedure of delinquent accounts under The Municipal Tax Sales Act in conjunction with the Township's solicitor.
- 3.3.16 Explains the tax system to the public and ensures that residents understand how the system works.

### **3.4 Payroll**

- 3.4.1 Maintains accurate payrolls for all employees. Pays are calculated on salary basis for full-time and hourly rates for part-time and seasonal employees.
- 3.4.2 Prepares employee deductions for Income Tax, Employment Insurance, Canada Pension Plan, OMERS, EHT, group benefits.
- 3.4.3 Prepares and distributes T4 slips to all employees and council Members and submits T4 Summary to CRA
- 3.4.4 Prepares summaries and payments to the Workplace Safety and Insurance Board, Benefit Carriers and Revenue Canada
- 3.4.5 Prepares pay cheques (with deductions) for pay periods.
- 3.4.6 Maintains records of attendance and vacation credits; use of credits and benefits.

### **3.5 Other Responsibilities**

- 3.5.1 Performs and/or delegates all administrative responsibilities and functions including filing, photocopying, faxing, etc.
- 3.5.2 Answers telephone and written inquiries.
- 3.5.3 Responsibility for making seminar, travel, meeting arrangements for staff and Council members.
- 3.5.4 Maintains office security.
- 3.5.5 Maintains knowledge and skill at a high level by taking advantage of training opportunities offered through conferences, webinars, and selected reading.
- 3.5.6 Liaises with the Building Inspector. Ensure timely receipt of building applications/approvals are met, zoning compliance/ shore road allowance issues/Official Plan issues are addressed.
- 3.5.7 Liaises with the recreation committee
- 3.5.8 Performs other related duties as assigned by Council.

## **4. Authority of Position**

Authority contained in Provincial Legislation; administrative authority from the Township Council to manage the municipality within management policy. Authority of the Municipal Clerk and Treasurer is contained in The Municipal Act and other Acts of the Legislature.

## **5. Working Relationships:**

### **5.1 With Township Council**

Provides legal/administrative and secretariat information and advice. Advises, guides and assists with financial policy development and

evaluation as required by statute and by the expectations of Council to support the policy-making process; implements and administers financial plans.

**5.2 With Other Township Staff**

Provides advice and assistance on the legal administrative requirements of operational action. Maintains direction and coordination of financial matters throughout the organization; forms part of the senior management group coordinating policies and operations of the Township.

**5.3 With Other Governments (Area Municipal, Provincial and Federal), Lawyers and Engineers**

Information exchange and in some cases for necessary approvals.

**5.4 With Public and Media**

Provides information and advice on the content and intent of corporate by-laws, programs, policies and services.

**5.5 With Others**

Maintains effective cooperation with the Auditor, Solicitor, Contractors and Consultants to ensure that the Township is protected and represented correctly.

**6. Knowledge and Skills:**

**6.1** Formal training in Municipal and Public Administration and/or with acceptable, responsible experience in the local government field; organizational and analytical ability; good judgement and tact; public relations and communication skills with the ability to establish and maintain effective working relationships inside and outside the Corporation; good knowledge of Provincial legislation and policy that affect local government.

**6.2** Formal education and training in Municipal Accounting and Finance; good knowledge of senior government financial legislation and/or appropriate municipal experience. Experience with Simply Accounting and The Managed Municipality tax program would be an asset.

**6.3** Proficiency in Microsoft Office Software – Word/Excel/Outlook.

**6.4** Ability to work independently and as a team member.

## **7. Working Conditions:**

- 7.1 Work is carried out in usual public office conditions; high public profile. Work is subject to frequent interruptions to answer inquiries, provide advice and information. The Township operates with a public response policy that enables the public to be served without appointments.
- 7.2 Work is subject to unyielding deadlines imposed by statute, shifting priorities and demands of the public.
- 7.3 Must deal tactfully with irate taxpayers.
- 7.4 Usual office hours as determined by Council; extra time required for evening meetings and peak periods, i.e. audit and tax billing preparation. Overtime is in accordance with the Township Overtime Policy.

## **8. Impact of Error:**

- 8.1 Errors in analysis, judgement and in the rendering of advice could lead to inequitable and illegal policy and by-laws resulting in severe legal ramifications and extremely unfavourable public relations reflecting directly on Council.
- 8.2 Errors in financial policy development or advice to Council and others could lead to considerable embarrassment to the Council and/or serious financial repercussions, i.e. loss/reduction in grant allocations. Errors in performing operational duties such as preparing tax rates and taxes, collecting accounts, and investing funds could result in major financial costs.

## **9. Control:**

Statutory duties and authority.  
Policy direction from Council.  
Provincial legislative authority.  
Generally accepted financial policies and management practices.

**The above statement reflects the general detail considered necessary to describe the principal functions of the position identified and shall not be construed as a definitive description of all the work requirements that may be inherent in the position.**