

Position: CAO-Clerk-Treasurer

Department: General Government

Supervisor: Mayor and Council

Position Summary:

- To fulfil the statutory requirements of the Municipal Chief Administrative Officer, Municipal Clerk, Municipal Treasurer and Municipal Tax Collector.
- To Co-ordinate the operations of the Township of Matachewan according to Council's Policies.
- To serve Council as its Corporate Secretary and Principal Policy Advisor.
- To liaise between the public and the council.
- To liaise between staff and council and ensure all council policies and directions are implemented in all departments.

Major Tasks:

- Responsible and accountable for performance of the statutory duties of the Municipal Clerk, Treasurer, and Tax Collector as defined in the Municipal Act and other Acts of the Legislature.
- As Administrator is expected to analyze, prepare, present and co-ordinate policy advice to Council and Committees and to effectively administer Council's decision.

Chief Administrative Officer (CAO)

Public Relations

- Maintain effective liaison with the public, provide information, advice and assistance on Municipal Programs, policies and By- laws.
- Represent the Corporation in relations with the public, provide help or direction to the source of assistance.
- Deal tactfully with irate people and with people who cannot express their questions and their feelings.
- Maintain an effective relationship with various Provincial and Federal Ministries and Agencies.

Other

- Responsible for effective operation, planning and organization of all department staff and of the municipality.
- Other duties as assigned by Council.

Municipal Clerk

Corporate Secretariat

- Prepare agendas; attend all Council and Committee meetings and record resolutions and proceedings of Council according to Council Procedures.
- Prepare and draft by-laws and policies, consulting with Township solicitor if necessary.
- Respond to correspondence as directed by Council.
- Commissioner for Oaths and Affidavits.
- Prepare Affidavits for by-laws to present to O.M.B.

Records Management

- Validate all official documents and ensure safekeeping of Municipal Records.
- Division Registrar of Vital Statistics.

Elections

- Act as Returning Officer, manage municipal and school board elections and referenda, as required.

Planning

- Review information for application for zoning changes and subdivision agreements, etc.
- Prepare documentation for road closures.

Municipal Treasurer

Finance and Accounting Management

- Prepare and present operating and capital budgets, review department budgets and coordinate preparation of overall budget presentation for consideration by Council.
- Work with Township staff on the management of programs within the approved budget.
- Prepare financial and budget performance reports for the information of Departments, Committees and Council upon Council request.
- Supervise receipt and disbursement of Municipal funds, coordinate the accounts payable process. Prepare vouchers for Council's approval on a monthly cycle. Supervise preparation of cheque register and monthly reconciliation of Township's bank accounts.
- Supervise effective accounting and control systems and procedures for the Township's Committees and Boards to ensure custody of public funds. Responsible for general accounting services including balancing of cash and receipts daily, preparation of bank deposits, and all accounts receivable and payable functions.

- Conduct all banking and cash flow management, including short- term investments for the Township Boards and Committees ensuring that safety, liquidity and yield are balanced in a prudent manner.
- Issue Tax Certificates.
- Maintain an effective liaison with the Township's auditor in the preparation of audit reports and financial statements and prepare many of the year-end statements and working papers.
- Manage the Township's bonding and insurance programs.
- Prepare applications for Grants-In-Lieu of Municipal Taxation.
- Review and/or prepare all grant estimates.
- Administer Government Grant Programs, including hiring of staff, payroll and accounting.
- Conduct all Request for Proposals.
- Supervise preparation and distribution of payroll and remittance of withholding, ensuring that all deductions are correct and that payments are sent to the Receiver General and the Minister of Finance. Keep records of overtime and payment of overtime.
- Personnel/Payroll Services
- Administer employee benefit program.
- Process WSIB claims.
- Supervise the preparation and issuance of Tax Bills, and the Tax Collection procedure. Coordinate tax billing twice a year, post tax payments and balance tax roll. Receive tax payments. Explain tax bills to ratepayers, deal tactfully with complaints. Record changes to Tax Roll. Transfer tax arrears at year-end including penalty and interest calculations, prepare supplementary tax bills. Prepare tax registration documentation, including title search, to recover chronic arrears using the Municipal Tax Sales Act.
- Recommend tax write-offs when necessary.

Working Conditions:

Usual public office conditions. Work is subject to hectic peak periods (i.e. Tax time, year-end, audit, etc.) The incumbent is expected to organize work, deal with frequent interruptions and cope with complaints from the public.

Usual hours of work (Monday to Friday) are approximately 7.5 hours per day including a ½ hour lunch plus Council meetings.

Working Relations:

- With Council: Provide advice and guidance on policy matters. Fulfill statutory requirements.
- With Township Staff: Provide leadership, guidance, supervision and coordination efforts in pursuit of Township plans and priorities. Is the senior staff person responsible for HR.
- With Provincial/Federal Ministries: Maintain effective liaison as the principal administrative representative of the Township of Matachewan and obtain current information regarding legislation, grants, etc.
- With Solicitor and Auditor: Fulfill statutory requirements and other matters that may arise.
- With the Public: Explain Township policies and programs, provide information and guidance, and maintain a firm but diplomatic stand when collecting payments in arrears and share information with other Municipalities.

Knowledge and Skill Requirements:

- Post-secondary degree in business administration with several years of experience working in municipal administration.
- Good organization management and communication skills with a high degree of tact.
- Understanding of Provincial and Federal programs, policies, etc., that affect municipal administration.
- Political, Legal, Accounting and Administrative skills.
- CMO designation or eligibility to attain designation is desirable.

Impact of Error:

Judgement errors and management mistakes could lead to ill-conceived and administered policies, ineffective decision-making, confusion and possible financial, legal and political repercussions.

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