

The Township of Jocelyn

Duties

Clerk – Treasurer/Tax Collector

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 listed in the “Position Title”, 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 Drafts 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.

Prepares Council and Committee agendas and organizes the preparation of background material, staff reports and other relevant information.

- 3.1.3 Processes formal receipt and response to correspondence, both orally and written, on behalf of Council.
- 3.1.4 Provides oral and written reports to Council and the public on a variety of Municipal issues.
- 3.1.5 Prepares a variety of statistical reports and responds to requests for information, i.e., Vital Statistics and other information required by Federal and Provincial governments and other local government bodies.
- 3.1.6 Coordinates the implementation, administration and evaluation of policies that are determined by Council; develops appropriate systems and procedures for supporting the decision-making process.
- 3.1.7 Interprets by-laws, resolutions and policies to interested citizens and ensures that citizens are aware of the content and intent of Council decisions.
- Maintains a tactful relationship with the media, to provide correct, factual information.
- Plays a coordinating and informational role on special issues that affect the Township.
- 3.1.8 Coordinates responses to planning activities as required by Provincial planning legislation and O.M.B. requirements that are required to be performed by the Clerk.
- 3.1.9 Responsible for the preparation and management of Municipal, School Board and related Elections under legislation in capacity of Returning Officer.
- 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.
- 3.1.10 Processes shoreroad purchase applications.

- 3.1.11 Liaison with the St. Joseph Island Planning Board on all planning matters.
- 3.1.12 Acts as Commissioner of Oaths.
- 3.1.13 Processes zoning applications.

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. Calculates grants receivable including grants-in-lieu of property taxes from the Province and other agencies.
- 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 of 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 Advises Council on the Township's insurance protection program.
- 3.2.8 Responsible for the purchasing function; ensures that equitable and effective tendering procedures are observed, in cooperation with the pertinent department heads, according to the purchasing by-law where applicable.

3.2.9 Establish and maintain accounting systems.

3.3 Tax Collector

- 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 and 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 of tax bills to all 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 (by mail and at the counter); issuance of receipts and postings of particulars to individual tax accounts.
- 3.3.6 Responsible for the preparation of bank deposits and the depositing of monies in the appropriate accounts.
- 3.3.7 Accountable for all changes to tax accounts resulting from assessment, budget and legislation changes, tax adjustments, abatements and write-offs.
 - i) Ensures that tax bills are accurate before they are sent to ratepayers.
 - ii) Responsible for the preparation of supplementary tax bills that are added to the Roll under Section 33 (Assessment Act).
 - iii) Calculates and records cancellation, reduction and refund of property taxes under Section 496 (Municipal Act)

- iv) Submits applications for tax cancellations to the Assessment Commissioner.
- 3.3.8 Responsible for the preparation of tax arrears listings, outstanding taxes and tax arrears notices to delinquents.
- 3.3.9 Manages tax verifications and tax certificates.
- 3.3.10 Calculates grants-in-lieu and prepares billings to appropriate government agencies.
- 3.3.11 Maintains accurate records of ownership, address and mortgage changes.
- 3.3.12 Performs all documentation and accounting control procedures for the tax sale procedure of delinquent accounts under The Municipal Tax Sales Act.
- 3.3.13 Is responsible to explain the tax system to the public and ensures that they understand how the system works.

3.4 Payroll

- 3.4.1 Maintains accurate payrolls for all employees and Councillors. Pays are calculated on hourly rates for full-time, part-time and seasonal employees.
- 3.4.2 Responsible for the preparation of payroll reports.
- 3.4.3 Prepares employee deductions for Income Tax, Employment Insurance, Canada Pension Plan and benefits.
- 4.4.4 Prepares T4 slips for employees.
- 4.4.5 Prepares summaries and payments to the Workers' Compensation Board, Benefit Carriers and Revenue Canada.
- 4.4.6 Prepares pay cheques (with deductions) for pay periods.

- 4.4.7 Maintains records of attendance and vacation credits; use of credits and benefits.

3.5 Roads Department

- 3.5.1 Maintains all roads accounts and reports for the Municipality.
- 3.5.2 In cooperation with Council, prepares the annual budget.
- 3.5.3 Prepares and administers tender and contract documents.
- 3.5.4 Investigates legal status of road related matters.
- 3.5.5 Prepares invoices for work performed by the Road Contractor if necessary ie Fort St. Joseph.

3.6 Other Responsibilities

- 3.6.1 Performs all responsibilities and functions of Receptionist/Typist including filing, photocopying, faxing, etc.
- 3.6.2 Liaises with the volunteer Fire Department; prepares financial information.
- 3.6.3 Answers telephone and written inquires, typing, filing, etc.
- 3.6.4 Responsibility for making seminar, travel, meeting arrangements for staff and Council members.
- 3.6.5 Maintains office security.
- 3.6.6 Maintains knowledge and skill at a high level by taking advantage of training opportunities offered through conferences, seminars, briefing sessions and selected reading.
- 3.6.7 Liase with the Chief Building Official (CBO). Ensure timely receipt of building applications/approvals are met, zoning

compliance/ shore road allowance issues/Official Plan issues are addressed.

3.6.8 Liase with Recreation Committee and review reports prepared by the Deputy Clerk

3.6.9 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 Department within management policy.

Authority of the Municipal Clerk and Treasurer is contained in The Municipal Act and other Acts of the Legislature.

Performs financial, advisory and operational duties; manages resources within the Treasury Department according to the Corporate management policy.

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, Regional, 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 and Consultants to ensure that the Township is protected and represented correctly.

6. Knowledge and Skill:

6.1 Formal training in Municipal and Public Administration 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 the community as well as 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. Experience in ACCPAC would be an asset.

6.3 Proficiency in Microsoft Office Software: Word; Excel; Access.

6.4 Ability to work independently.

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 significant stress due to tight, 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.

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 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.

10. Control:

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

