



The Municipality of Trent Hills  
Invites Applications for the Position of  
**Finance Manager/Deputy Treasurer**

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County.

Reporting to the Director of Finance/Treasurer, the Finance Manager/Deputy Treasurer will manage the administration of the Municipality's accounting activities to ensure accounting procedures are delivered in accordance with statutory and regulatory requirements. The Finance Manager/Deputy Treasurer is also responsible to prepare, process and verify all payroll activities including payroll remittances. This position performs a full range of finance related duties and provide back-up assistance to other staff as required. As the Deputy Treasurer of the Municipality of Trent Hills, in the absence of the Treasurer and as required, the Finance Manager/Deputy Treasurer shall perform the statutory duties of the Municipal Treasurer.

Preference will be given to candidates who possess a post-secondary education in Accounting or Business Administration, in addition to completion of the National Payroll Institute (Canadian Payroll Association) Payroll Compliance Practitioner (PCP) designation or Certified Payroll Manager designation. A minimum of five years relevant experience, ideally in a municipal environment, processing payroll for union, non-union payroll cycles in a supervisory role is preferred.

Strong working knowledge of legislation, rules, regulations and requirements in the Employment Standards Act, Income Tax Act, OMERS Pension Plan, Employee Benefits Plan and Collective Agreements is required. Working knowledge of PSAB Section 3150, Tangible Capital Assets is preferred.

The salary range for this position is \$71,642 - \$83,811 together with a competitive and attractive benefit package.

Resumes will be received until **2:00 p.m. on Tuesday, August 2, 2022**. Please send resumes marked "Finance Manager/Deputy Treasurer Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street South  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)  
[www.trenthills.ca](http://www.trenthills.ca)

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email [kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.



Come for a visit. Stay for a lifestyle.

**Position:** Finance Manager/Deputy Treasurer  
**Department:** Finance  
**Reports to:** Director of Finance/Treasurer

## **Position Description**

Reporting to the Director of Finance/Treasurer, the Finance Manager/Deputy Treasurer will manage the administration of the Municipality's accounting activities to ensure accounting procedures are delivered in accordance with statutory and regulatory requirements. The Finance Manager/Deputy Treasurer is also responsible to prepare, process and verify all payroll activities including payroll remittances. This position performs a full range of finance related duties and provide back-up assistance to other staff as required. As the Deputy Treasurer of the Municipality of Trent Hills, in the absence of the Treasurer and as required, the Finance Manager/Deputy Treasurer shall perform the statutory duties of the Municipal Treasurer.

## **Duties and Key Responsibilities:**

### **Payroll and Benefit Administration**

- Responsible for the review, analysis and data input of all timesheets and completion of payroll in accordance with Collective Agreements, municipal policies and government legislation (i.e. ESA, Ministry of Labour)
- Prepares and submits all payroll related remittances
- Maintains accurate records of payroll calculations
- Prepares and submits Record of Employment Forms, T4s for employees and related government or other reporting entities (e.g. Canada Revenue Agency, WSIB, Minister of Finance, OMERS, Garnishments, etc.)
- Maintains vacation, overtime and sick leave records and ensuring this information is accurate and up to date
- Provides assistance to the Benefit Plan Administrator as required

### **Financial Management**

- Prepares working papers for municipal auditors
- Assists with preparation of the annual municipal budget
- Prepares various monthly financial management reports for Boards and Committees
- Assists the Director of Finance/Treasurer with the development, amendment and monitoring of various financial and administrative policies

- Assists the Director of Finance/Treasurer with monitoring the financial affairs of the Municipality to ensure the budgetary guidelines are maintained
- Reconciles all municipal bank and trust accounts
- Prepares journal entries as required
- Assists with various special projects and other related duties as directed by the Director of Finance/Treasurer when required
- Ability to work outside regular business hours when required

### **Supervisory Responsibilities**

- Supervises, provides training and guidance of staff for whom s/he provides supervision
- Maintains a work environment that promotes staff participation, teamwork and positive employee relations
- Ensures high standard of work quality and organizational performance
- Participates in the interviewing, selection, hiring, scheduling, training and performance management of staff

### **Position Qualifications:**

- Post-secondary education in Accounting or Business Administration is required, in addition to completion of the National Payroll Institute (Canadian Payroll Association) Payroll Compliance Practitioner (PCP) designation or Certified Payroll Manager designation
- Minimum of five years relevant experience, ideally in a municipal environment, processing payroll for union, non-union payroll cycles in a supervisory role
- Knowledge of general ledger, accounts payable, accounts receivable, payroll and fund accounting in a computerized environment
- Strong working knowledge of legislation, rules, regulations and requirements in the Employment Standards Act, Income Tax Act, OMERS Pension Plan, Employee Benefits Plan and Collective Agreements.
- Working knowledge of PSAB Section 3150, Tangible Capital Assets preferred
- Demonstrated public relations and communication skills.

### **Key Performance Competencies:**

- The ability to analyze and investigate problems and make recommendations for improvements
- Ability to work independently and in a team environment
- Ability to complete tasks that require a high degree of concentration and use of complicated analytical methods

- Strong organizational skills to manage multiple assignments and meet deadlines
- Demonstrated computer skills with proficiency using Microsoft Word, Excel and Outlook
- Strong knowledge of Microsoft Dynamics Great Plains, Diamond Software and WorkTech considered an asset

**Working Conditions:**

- Work is performed in an office environment
- Work involves contact with the public, elected officials, other levels of government and a variety of staff relating to a service that is integral to the operation of the municipality
- Work with frequent interruptions both in person and by telephone

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_