

VILLAGE OF HILTON BEACH  
CLERK-TREASURER

Applications will be received by the undersigned until Tuesday, September 14, 2021 at 4:30 p.m. for the full-time position of Clerk-Treasurer for the Village of Hilton Beach.

DUTIES

- The successful candidate will report to Council and be responsible for the functions and statutory duties of the Clerk and Treasurer including tax collection.
- The duties are detailed in the Job Description which is available on the Village website at [www.hiltonbeach.com](http://www.hiltonbeach.com) or at the Municipal Office.

QUALIFICATIONS (preferred)

- Recognized College or University diploma/degree in Accounting, Finance and/or Management
- AMCTO Municipal finance and administrative courses
- Municipal experience with a minimum of 3 to 5 years experience accounting and financial management.
- Proficiency in computer operations including Word, Excel and Simply Accounting
- Proven ability to multi-task, handle large volume of work and set priorities
- Demonstrated team and leadership skills;

REMUNERATION

- Commensurate with the qualifications and experience of the successful candidate.

All applicants are thanked for their interest but only those persons who are selected for an interview will be contacted. The Village of Hilton Beach is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

Qualified applicants are invited to submit a letter of interest and resume to:  
Peggy Cramp, Clerk-Treasurer, Village of Hilton Beach  
3100 Bowker Street, P. O. Box 25, Hilton Beach, ON P0R 1G0  
705-246-2242; [peggy@hiltonbeach.com](mailto:peggy@hiltonbeach.com)

# VILLAGE OF HILTON BEACH

## Job Description

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### Clerk – Treasurer – Tax Collection

1. **Reporting Relationship:** Reports to the Village 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 citizens and ensures that citizens 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 Plays a coordinating and informational role on special issues that affect the Village.
- 3.1.11 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.
- 3.1.12 Responsible for the preparation and management of Municipal and School Board Elections under legislation in capacity of Returning Officer.
- 3.1.13 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.
- 3.1.14 Processes applications to purchase Village-owned property.
- 3.1.15 Ensures that all staff members receive all mandatory health and safety training and keeps a written record thereof.
- 3.1.16 Liaises with the St. Joseph Island Planning Board on all planning matters.
- 3.1.17 Acts as a Commissioner of Oaths.
- 3.1.18 Processes Official Plan Amendment and Zoning By-law Amendment applications. Provides zoning information to residents, as required.
- 3.1.19 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. 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 Village'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 Advises Council on the Village's insurance protection program.
- 3.2.8 Ensures that equitable and effective tendering procedures are observed, in cooperation with the pertinent staff, according to the purchasing by-law where applicable.
- 3.2.9 Establishes and maintains the accounting systems.

### **3.3 Tax Collection**

- 3.3.1 Manages the Village'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 Village.
- 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, 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, abatements and write-offs.
  - i) Ensures that tax bills are accurate before they are sent to rate-payers.
  - ii) Prepares the supplementary tax bills for changes that are added to the Roll under Section 33 of the Assessment Act.
  - iii) Calculates and records cancellation, reduction and refund of property taxes under Section 34 of the Assessment Act.
  - iv) Submits applications for tax cancellations to the Assessment Commissioner.
- 3.3.7 Responsible for the preparation of tax arrears listings, outstanding taxes and tax arrears notices to delinquents.
- 3.3.8 Manages tax verifications and tax certificates.
- 3.3.9 Calculates grants-in-lieu and prepares billings to appropriate government agencies.
- 3.3.10 Maintains accurate records of ownership, address and mortgage changes.
- 3.3.11 Performs all documentation and accounting control procedures for the tax sale procedure of delinquent accounts under The Municipal Tax Sales Act.
- 3.3.12 Explains 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.
- 3.4.4 Ensure T4 slips for employees are sent.
- 3.4.5 Prepares summaries and payments to the Workers' Compensation Board, Benefit Carriers and Revenue Canada
- 3.4.6 Prepares pay cheques (with deductions) for pay periods.
- 3.4.7 Maintains records of attendance and vacation credits; use of credits and benefits.

### **3.5 Marina**

- 3.5.1 Maintains all marina accounts and reports.
- 3.5.2 In cooperation with Council, prepares the annual budget.
- 3.5.3 Prepares and administers tender and contract documents as required.

### **3.6 Sewer and Water**

- 3.6.1 Maintains all accounts and reports for the systems.
- 3.6.2 Prepares necessary invoices for water and sewer usage and send to property owners.
- 3.6.3 In cooperation with Council, prepares the annual budget.
- 3.6.4 Prepares and administers tender and contract documents as required.

### **3.7 Other Responsibilities**

- 3.7.1 Performs and/or delegates all administrative responsibilities and functions including filing, photocopying, faxing, etc.
- 3.7.2 Answers telephone and written inquires.
- 3.7.3 Responsibility for making seminar, travel, meeting arrangements for staff and Council members.
- 3.7.4 Maintains office security.
- 3.7.5 Maintains knowledge and skill at a high level by taking advantage of training opportunities offered through conferences, seminars, briefing sessions and selected reading.
- 3.7.6 Liaises with the Chief Building Official and Building Inspector. Ensure timely receipt of building applications/approvals are met, zoning compliance/ shore road allowance issues/Official Plan issues are addressed.
- 3.7.7 Liaises with the recreation and special events committees
- 3.7.8 Performs other related duties as assigned by Council.

#### **4. Authority of Position**

Authority contained in Provincial Legislation; administrative authority from the Village 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 Village 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 Village 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 Village.

##### **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 Village 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 would be an asset.
- 6.3** Proficiency in Microsoft Office Software - Word and Excel. Experience with The Managed Municipality software would be an asset.
- 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 Village 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. Over time approved by Council shall be taken at the rate of one and one half after 44 hours in a week.

## **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 job identified and shall not be construed as a definitive description of all the work requirements that may be inherent in the job.**