

LOWER BEVERLEY LAKE PARK – JOB DESCRIPTION

JOB TITLE:	TREASURER (Acting)
DEPARTMENT:	ADMINISTRATION
DIRECTLY RESPONSIBLE TO:	PARK MANAGER
INDIRECTLY RESPONSIBLE TO:	LOWER BEVERLEY LAKE PARK MANAGEMENT BOARD

Main Purpose

According to the Public Parks Act, be responsible for the duties of the Treasurer.

Be responsible for electronic data control for efficient accounting information available for the efficient operation of data management and reporting functions.

In consultation with the Park Manager and the Lower Beverley Lake Park Management Board, develop and implement procedures to ensure that bookkeeping, accounting and financial management issues are addressed and dealt with in accordance with acceptable practices and in the form required by law and accounting standards. Ensure that there is accountability of all funds in relationship to policies, procedures and budgets approved by the Lower Beverley Lake Park Management Board.

Be responsible for preparation of bank deposits, and delivery of same to financial institute.

Key Board Responsibilities

1. Attend Lower Beverley Lake Park Management Board meetings as required.
2. Coordinate and administer the financial matters of the Board in accordance with the by-laws, policies and plans established and approved by the Board. Prepare and update necessary by-laws pertaining to financial matters.
3. Shall, in consultation with Management Team, prepare and compile annual estimates of revenues and expenditures, for the Board's consideration.
4. Responsible for electronic data processing systems.

5. Shall prepare tender documents for any capital purchases or projects, for the Lower Beverley Lake Park Management Board, as approved under the annual budget.
6. In consultation with the Lower Beverley Lake Park Management Board ensures all required insurance coverage is in place for Lower Beverley Lake Park.
7. Prepare plans and programs for the development and improvement of treasury services.
8. Organize, coordinate and present to Lower Beverley Lake Park Management Board, recommendations arising from treasury operations which require the approval of the Board, and to propose legislation, by-laws or resolutions arising from such recommendations.
9. Present to Lower Beverley Lake Park Management Board, reports and information regarding progress and accomplishments of programs and projects; the status of revenues and expenditures; and other matters dealing with the management of the treasury function.
10. Provide regular fiscal reports to the Lower Beverley Lake Park Management Board.
11. Exercise financial control over all corporate fiscal operations and shall ensure, in cooperation with Lower Beverley Lake Park Management Board, that no purchases are made except in accordance with the budget by-law or as otherwise approved by the Board.
12. Responsible for, with the assistance of the Payroll Clerk, all aspects of payroll, accounts payable and accounts receivable.
13. Responsible for the collection of current and delinquent accounts.
14. Responsible for the preparation of notices for collections of overdue accounts.
15. Responsible for the maintenance of an accurate record of clients and their addresses.

Key On-Site Responsibilities

16. To receive from Park Staff, all revenues for Lower Beverley Lake Park.
17. To ensure that all monies received from Park Staff are supported with cash register receipt and financial statement, and that all balance.
18. To prepare a bank deposit, for monies received and deposit same to the appropriate bank account.

19. To prepare cheques for payment of all expenditures, excluding payroll, and to ensure that cheques are properly signed and a copy of the appropriate invoice is attached prior to mailing.
20. To enter all revenue and expenditures into the accounting system.
21. To receive information from the Township of Rideau Lakes Payroll Clerk, on payroll expenses, to enter the information into the accounting system, and to prepare a cheque payable to the Township of Rideau Lakes for payroll expenses.
22. Be responsible for the collection of monies from vending and arcade machines, preparation and reconciliation of financial statement, as well as all other necessary financial steps for the care of said monies.

General

23. Discharge other duties and responsibilities as may be assigned by the Park Manager and / or the Lower Beverley Lake Park Management Board.

Education / Experience

- Minimum of 4 to 5 years of experience in a financial related position.
- Must have excellent computer use skills, with programming and technical background.
- Experienced manager with excellent interpersonal, oral and written communication skills.
- Computer proficiency is essential.
- Must have a demonstrated knowledge of municipal law and legislation required.
- Must have experience with municipal, provincial and federal financial practices required.
- Must have ability to prepare financial reports for presentation to auditor.
- Must have ability to analyze financial data for presentation to Lower Beverley Lake Park Management Board.
- Must have the ability to be a team player and to establish effective working relationships with other employees and the general public.
- Proof of CPIC

Working Relationships

Internal: Lower Beverley Lake Park Management Board and Staff
Township of Rideau Lakes Staff

External: Government Officials, Auditor, Public.

Working Conditions

See policy manual.
Adopted by By-Law #2023-05