

Please note that the masculine is used for generalization purposes.

Job posting: **Deputy Treasurer**
Full time, permanent 40 hours a week

Posted: **July 21 2021**

Salary: \$38.43 to 43.47 per hour (level VIII); salary to be commensurate with qualifications, education and experience.

Description:

Under the supervision of the Treasurer, the Deputy Treasurer assists in the management, direction, coordination, and helps to administer and supervise all operations of the Finance Department using the accounting and financial computer systems in accordance with provincial laws, generally accounting principles recognized and municipal by-laws

Responsibilities and tasks:

Help monitor, direct and manage all operations relating to the financial management of the municipality (taxation, asset management, user fees, loan regulations, invoicing, payroll, subsidy programs, FIR etc.);

Develop and update the five-year plan and the financial plan of the municipality and develop scenarios and projections for the financing of acquisition and capital projects according to the sources of revenue, the sums incurred and the anticipated or planned expenses ;

Help ensure leadership of the asset management plan with other municipal departments;

Help ensure that all municipal departments meet their obligations regarding the allocation of grant revenues, operating royalties and reserve funds;

Help to draft municipal by-laws relating to loans, financing and obligations with regard to the management and financial operations of the municipality, including investments of municipal funds;

Education and skills:

- Hold a university degree in accounting;
- Be a member or eligible to become a member of the Association of Accountants and the Association of Treasurers of Ontario
- Able to communicate in French and English (orally and in writing);

Experience:

- Have a minimum of five to eight (5 to 8) years of experience in a similar position or in the field of public administration and the preparation of financial statements;
- Experience with the financial program Asyst as well as the City Wide software for property management

Resumes will be accepted until noon (12:00 p.m.) on August 13, 2021 and must be sent to Chantal Lauzon, Human Resources Generalist, by mail to The Nation Municipality 958, route 500 O, Casselman, Ontario, K0A 1M0 or by email at clauzon@nationmun.ca.

Equal employment opportunities

At The Nation, we value the diversity of our workforce and encourage all qualified candidates to apply for employment. While we appreciate all applications received, only applicants called for an interview will be contacted.