



JOB VACANCY – TEMPORARY TREASURER

The Township of The North Shore is seeking a highly motivated and energetic individual to join our team on a temporary full-time basis during a Parental Leave.

The successful candidate must demonstrate exemplary interpersonal, organizational and communication skills and be capable of working independently and as part of a team.

Summary of Position:

Reporting to the Municipal Clerk, the Temporary Treasurer will oversee a range of functions including Finance, Asset Management and Procurement. The Temporary Treasurer is responsible for alignment of financial resources to support strategic directions, achievement of results, implementation and management of legislative changes as necessary and ensuring appropriate services levels are consistently delivered. The Temporary Treasurer is also responsible for the comprehensive budgeting process including collaborating with the Department Managers, Council and the Public. This responsibility also includes establishing tax rates and water/wastewater rates.

Required Qualifications and Skills:

- A Post-secondary diploma/degree in an accounting-related discipline or an acceptable combination of education and related experience
- Completion of the Municipal Accounting and Finance Program and/or Municipal Tax Administration Program preferred
- Minimum three (3) years related experience
- Knowledge of Municipal accounting requirements and practices
- Excellent interpersonal and communication skills (oral and written)
- Advanced and proven customer service, analytical and problem solving skills
- Demonstrated tact, diplomacy, and sound judgement skills
- Advanced level of proficiency in office procedures, business writing and computer applications including Microsoft Office Suite (Word, PowerPoint and Excel)
- Experience using Vadim-iCity is essential
- A valid G drivers license with access to a personal vehicle is required during the course of employment
- Excellent time management and organizational skills.
- Exceptional attention to detail.

Required Job Duties:

- Perform the statutory duties of the Treasurer as outlined in the Municipal Act
- Plan, and organize the financial administration of the Municipality, which includes all assets, liabilities, revenue and expenditures of the Township
- Develop, implement, and manage the municipal budget, including revenue projections and expense control.
- Prepare guidelines and formats for annual operating and capital budgets for approval by Council.
- Provide Council with quarterly financial updates.
- Prepare financial statements to ensure they are ready for audit.
- Work closely with external auditors to facilitate annual financial audits.
- Maintain the Tangible Capital Asset Subledger in conjunction with municipal managers.
- Ensure the Asset Management Plan and supporting documents are current and compliant with legislation.
- Manage the procurement practices of the Township.
- Manage all grant reporting requirements.
- Ensure implementation and monitoring of strong internal financial controls to safeguard Township assets.
- Manage the investment of Township funds to maximize returns while maintaining liquidity and security.
- Ensure compliance with provincial and federal financial regulations, as well as with municipal financial policies.
- Administer and supervise the collection of property taxes and utility billing
- Perform calculation of tax levies and preparation of related by-law.
- Monitor outstanding municipal debt and make recommendations regarding borrowing and repayment strategies.
- Payroll processing, accounts payable, and accounts receivable functions.
- Employee pension and benefit programs.
- Assess and manage financial risks, including insurance coverage for the Township.
- HST remittances.
- Provide financial forecasts and projections to support long-term planning and decision-making.
- Analyze financial data to identify trends and opportunities for improvement.
- Interact with residents, local businesses, and other stakeholders to address financial inquiries and concerns.
- Other duties as assigned.

A complete job description is available at the Municipal Office, or a copy can be requested by emailing municipalclerk@townshipofthenorthshore.ca

Hours of Work: 37.5 hours per week (9:00 AM to 4:30 PM Monday to Friday)

Wage Range: To be discussed based on qualifications and experience.

How to Apply:

Please submit a Cover Letter and Resume to:

Rachel Jean Schneider
Municipal Clerk/Deputy Treasurer
Township of The North Shore
1385 Highway 17
Algoma Mills, ON
P0R 1A0

The Township of The North Shore values diversity in the workplace and are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), within our recruitment process. If you are contacted for an interview, please advise us of any accommodation measures you may require during our selection process. Information received relating to accommodation needs will be addressed confidentially.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.