



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Municipal Treasurer / Deputy Treasurer Contract

Join our Southgate team! The Township of Southgate is the most southern area of the lovely Grey County and is situated north of the GTA along Highway 10. Due to a planned leave of our current Treasurer, we are seeking a **Municipal Treasurer or Deputy Treasurer** on a contract basis for 12 months.

This position will perform the statutory duties of Treasurer/Deputy Treasurer as set out in the Municipal Act and other applicable legislation. Exercise general direction over the corporate finances and works closely with staff members to ensure high level of communication and co-ordination between departments on policy and operational issues. This position may appear at Council; make recommendations related to the financial well-being of the Municipality.

Duties may include:

- Preparing monthly financial status reports for department heads and Council.
- Develops and recommends operating and capital budgets to Council.
- Oversight of the Township's Asset Management Plan.
- Overall responsibility of the Township's annual audit.
- Managing finance department staff and operations.
- Administers and advises on the Township's debt levels, loans, debentures, etc.
- Administers municipal insurance program.
- Operational duties such as bank reconciliations, government reporting and remittances, etc.

Qualifications:

- Previous Municipal Finance experience or extensive financial experience.
- Post Secondary education in accounting, finance, business administration or similar.
- CPA an asset.

This position is available on a hybrid basis, with hours of work flexible.

Closing Date: Thursday, August 1, 2024 at 2:00pm

Salary range is based on position of Treasurer or Deputy Treasurer and commensurate with experience.

Deputy Treasurer : \$41.36 - \$45.96 per hour

Treasurer: \$52.67 - \$62.91 per hour

Hours per week negotiable

Submit resume to:

Township of Southgate
Attn: Kayla Best
Re: Treasurer Contract
185667 Grey Road #9
Dundalk, ON N0C 1B0
E-mail: employment@southgate.ca



The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

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 and will be used for the purpose of candidate selection only.