



## EMPLOYMENT OPPORTUNITY

The Township of Muskoka Lakes is a progressive, growing, urban and rural municipality located in the District Municipality of Muskoka, home to approximately 6,500 permanent year-round residents and a sizable seasonal population. The Township offers both permanent and seasonal residents opportunities in recreation, leisure, tourism, culinary, culture, heritage, arts, sights, sounds and attractions, making it a great place to live, work and play!

### **DEPUTY TREASURER** Internal & External Posting

Reporting to the Treasurer, the Deputy Treasurer will manage the administration of the Township's accounting activities to ensure accounting procedures are delivered in accordance with statutory and regulatory requirements. The individual will be responsible for statutory duties required of the Deputy Treasurer under the *Municipal Act, 2001*. The individual will also perform a full range of finance related duties and provide back up assistance to the Treasurer and other staff as required.

#### **Summary of Desired Qualifications:** *(for additional requirements, please refer to job description)*

1. Post-Secondary education in Accounting, Commerce, Finance, Business Administration
2. Chartered Professional Accountant (CPA) designation, or confirmed enrolment, at a senior level, in a program to attain a CPA designation, is preferred.
3. General knowledge of Generally Accepted Accounting Principles/Public Sector Accounting Standards with more than five years of related experience of which two are at a senior level. A demonstrated general knowledge of Federal, Provincial and Municipal legislation is considered an asset.
4. A minimum of two years supervisory experience in an accounting environment is preferred. Responsible for training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job expectations; planning, and monitoring job performance
5. Advanced working knowledge of Microsoft Office software applications including Excel, Word, and PowerPoint. Experience using Vadim iCity financial software is considered an asset.
6. Ability to communicate effectively, liaise with other departments, prioritize tasks, manage deadlines, be detail-oriented and demonstrate exceptional critical thinking skills.
7. Excellent interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff, and to adhere to confidentiality requirements at all times.

Salary range for the position is \$76,721 - \$90,336 per annum based on a 35 hour work week with an attractive benefits package.

Interested candidates are invited to submit their application, including resume and cover letter that clearly outlines their qualifications and relevant experience, no later than **4:00 pm on Friday May 12, 2017** via one of the following methods:

E-mail: [lehman@muskokalakes.ca](mailto:lehman@muskokalakes.ca)  
Fax: 705-765-6755  
Mail: Human Resources – S. Lehman  
Township of Muskoka Lakes  
PO Box 129, Port Carling, ON P0B 1J0  
Website: [www.muskokalakes.ca](http://www.muskokalakes.ca)

If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.