



**MUNICIPALITY OF MARMORA AND LAKE**  
**PO BOX 459, 12 BURSTHALL ST., MARMORA, ON K0K 2M0**  
**PH. 613-472-2629 FAX 613-472-5330**  
[www.marmoraandlake.ca](http://www.marmoraandlake.ca)

### ***Employment Opportunity – Municipal Treasurer***

The Municipality of Marmora and Lake is beautiful, part of Hastings County and located in Eastern Ontario with a population of 4000. It is equidistant from Ottawa and Toronto, and the main village is located along Highway 7. The largest town, Marmora, is surrounded by water from Crowe River, Crowe Lake, and Beaver Creek.

Reporting the Chief Administrative Officer, the Treasurer is responsible for the Municipality's fiscal oversight and accountability, developing and implementing financial policies, procedures, programs, and systems to ensure compliance with municipal, provincial, and federal requirements. The Treasurer manages the Finance Department's operation and leads financial modernization through creativity and innovation to achieve the municipal strategic priorities.

#### **Core Responsibilities**

- Ensure the integrity of the Municipality's financial management system and compliance with Generally Accepted Accounting Procedures and the *Municipal Act*.
- Manage the activities of all direct reports.
- Provide regular motivation and mentoring to all staff to encourage on-going professional development.
- Participate in the hiring and termination of all direct reports.
- Prepares and maintains the Municipality's tax system.
- Processes supplementary tax bills and reassessments quarterly.
- Prepare the registration of Tax Sales.
- Coordinate the preparation of the annual operating and capital budget.
- Facilitates the tracking of all budget expenses.
- Coordinates all year-end audit activities.

#### **Required Education and Experience**

- CMA or CGA in the absence of a University degree
- Completion or enrollment in the following programs an asset:
  - Municipal Clerks & Treasurers of Ontario Diploma
  - Municipal Tax Administration Diploma
  - Municipal Accounting Diploma
  - Canadian Payroll Association Certification
  - Employment Law and HR courses
- Minimum of 5 years' experience in a Municipal environment with at least two years in a Treasurer or Deputy Treasurer role.

A complete job description is available upon request and is available on the Marmora and Lake website [www.marmoraandlake.ca/careers](http://www.marmoraandlake.ca/careers)

Qualified candidates should submit their resumes in confidence by March 12th, 2021 at 4:00 pm to: Municipality of Marmora and Lake, Attn: Tonia Bennett, 12 Bursthall St, Box 459, Marmora, Ontario, K0K2M0 or by email to [tbennett@marmoraandlake.ca](mailto:tbennett@marmoraandlake.ca)

*The Municipality of Marmora and Lake is dedicated to maintaining a fair and equitable work environment and welcomes submissions from all qualified applicants. We are committed to an inclusive, barrier-free recruitment and selection process. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise if you require accommodation. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with the Municipal Freedom of Information and Protection of Privacy Act. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.*