



Deputy Treasurer

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time Deputy Treasurer.

Clearview Township is located in a region that has a long history as one of Ontario's favorite tourist and vacation destinations, attracting over 2 million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of small-town quality of life.

Clearview Township only has in-person work at this time.

Qualifications:

Recognized degree Bachelor of Commerce (Accounting) or Business Administration (Accounting) with 3 to 5 years related experience including experience supervising staff, as well, a CA, CGA or CMA designation. Certification in Municipal Management as well as CMO and CRM designations considered an asset.

Responsibilities:

Reporting to the Director of Finance / Treasurer, the Deputy Treasurer is responsible for the coordination and supervision municipal finance functions which includes cash receipts, accounts payable and receivable, property tax billing and collection, water and sewer billing and collection, payroll, capital assets and development charges.

The preferred candidate will possess extensive experience and success in managing an accounting information system including general ledger account maintenance, reconciliation, monthly reporting and reviewing financial controls to ensure all accounting procedures are within PSAB Principals. The preferred candidate will also possess a thorough understanding of statutory duties as established by Provincial legislation.

Experience and proven ability in supervising staff and overseeing functions of a Finance Department.

Salary:

Salary range offered for this position is \$87,461 to \$107,380 plus a competitive benefits package including matched OMERS contributions and Extended Healthcare through Sun Life.

Note: The preferred candidate must be willing to provide consent for the Township to conduct a background and vulnerable sector check prior to finalizing an employment offer.

Interested candidates are invited to forward their resume and covering letter quoting **job # 2024-016** to Human Resources **by June 14, 2024** to: hr@clearview.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.

Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please visit: www.clearview.ca