

## Job Opportunity

**The Corporation of the Town of Orangeville**  
invites applications for the position of

### **Deputy Treasurer** **Corporate Services Department** (Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville ("Town") offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to nearly 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a value based, thriving and collaborative work environment that supports our employee's success. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town has a full-time opportunity available for the position of Deputy Treasurer. Reporting to the Chief Financial Officer/Treasurer, the Deputy Treasurer will manage the administration of the Municipality's accounting activities to ensure accounting procedures are delivered in accordance with statutory and regulatory requirements. The Deputy Treasurer will also perform a full range of finance related duties and provide back-up assistance to other staff as required. The individual will be responsible for statutory duties required of the Deputy Treasurer under the Municipal Act, 2001.

#### Job Duties:

- Supervising the day-to-day Finance operations, specifically capital and reserve, payroll, accounts payable, long-term debt, cash, investments, and accounts receivable.
- Developing and delivering a progressive and innovative Long-Term Financial Strategy comprised of the following eight chapters: Fees and Charges, Development Charges Study, Reserve Fund Framework, Asset Management Program, Debt Management Strategy, Investment Strategy, Growth Optimization Strategy, and Budget Policies.
- Protecting and safeguarding the assets of the municipality, ensuring practices comply with appropriate legislation; overseeing and co-ordinating the year-end audit process as well as the daily/weekly financial activities; and overseeing the multi-year operating and capital budget process.
- Ensuring timely and accurate reporting to other agencies as required.
- Preparing the Finance Division budget for review by the Chief Financial Officer/Treasurer.

- Maintaining the financial system, ensuring financial controls are valid; leveraging current technologies to maximize effectiveness and efficiency; implementing and monitoring policies and procedure in full cycle accounting functions as well as other related financial areas; and research and report writing.
- Co-ordinating the Town's risk management relating to insurance claims.
- Corresponding with divisions, insurance company, adjusters, and review agreements.
- Assuming statutory duties of the Chief Financial Officer/Treasurer during absences.
- Other duties as assigned.

Qualifications:

- University Degree in Accounting or Business Administration.
- Chartered Professional Accountant (CPA) designation in good standing.
- Minimum five (5) years of relevant/municipal management experience involved in overseeing financial administration, in combination with a minimum of two (2) years of recent experience with supervising and training employees in financial matters and database systems.
- Knowledge of public sector accounting, financial reporting, auditing and financial control policy and procedures, working knowledge of legislation policies and procedures related to the municipal finance function.
- Superior customer service skills; ability to work in a confidential environment with attention to detail; excellent interpersonal, financial reporting, managerial, project/time management, organizational, analytical, research, communication, presentation, problem-solving, report-writing and supervisory skills; ability to think and interact effectively, tactfully, and courteously with all levels of staff, building collaborative working relationships; and ability to exercise discretion and diplomacy in matters of a highly confidential and sensitive nature.
- Flexibility regarding workload and schedule as frequent interruptions are expected, and attendance outside of office hours may be required.
- Strong computer skills including Microsoft Office, and related financial information systems; Previous experience in accounting software such as Great Plans, Diamond, Citywide would be considered an asset.

**Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check and Judicial Matters Check, in accordance with the duties.**

**Salary Range:** \$115,024.91 to \$134,562.89, Band 13 on the Town's 2024 Pay Grid (currently under review), plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Mayer, Co-ordinator, Human Resources, no later than 4 p.m. on **Wednesday, August 14, 2024**. Applications may be submitted online, or in person to the Town Hall located at 87 Broadway. Please do not email your application.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for

some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.