

## Manager of Financial Services/Deputy Treasurer

### 12 Month Contract

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the Contract Manager of Financial Services / Deputy Treasurer position. We look forward to your application!

#### Core Responsibilities

- Assist all department heads with financial and analytical reporting, costing/scenario modeling for budget purposes and other financial analysis.
- Responsible for ensuring Asset Management, including Tangible Capital Asset Accounting and Asset Management Planning are completed in accordance with legislative requirements, Council policy and industry best practices.
- In collaboration with the Director of Financial Services / Treasurer, manage revenues and expenditures for the Township.
- Responsible for the monthly accounting processes for all departments. (general ledger reconciliation)
- Assist the Treasurer in the preparation of year-end working papers.
- Assist department heads and the Director of Finance with analyzing the financial/budget impact of projects or purchases including performing cost/benefit analysis to provide information for Council reports.
- Provide assistance to the Director of Finance and the organization with the development and operation of the Township's financial reporting and procedures.
- Provide support and act as a backup for each of the five direct reports (including Payroll, AP, AR)
- Support, motivate and train staff, ensuring effective teamwork, high standards of work quality, organizational performance and continuous learning.

#### Experiences

- Five to seven years relevant accounting experience, with advanced excel experience and the ability to create complex formulas and pivot tables.

#### Salary

\$101,574.59 - \$118,827.71 / year

#### Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "**Contract Deputy Treasurer**" addressed to Brittany Wilson, CHRP, Manager of HR/H&S and submit it. Please be advised, this posting will remain open **until March 17, 2025**, at 4:30 p.m.

- Three to five years of experience supervising and leading a team.
- Working knowledge of municipal infrastructure and capital asset management plans would be considered an asset.
- Provide supervision and leadership to five direct reports.

#### Qualifications / Skills

- Must have a minimum of a three-year post-secondary education in the field of Business Administration/Accounting, however a university education would be considered an asset.
- Thorough knowledge of accounting principles and practices and Public Sector Accounting Board (PSAB) standards.
- Knowledge of accounting principles and practices including strategic and financial planning and budget variance analysis.
- Must have the ability to conduct detailed and/or non-structured analysis with minimum supervision within tight deadlines.
- Must demonstrate advanced analytical, consultative and problem-solving skills with the ability to develop and recommend effective solutions.
- Must possess excellent interpersonal skills with the ability to communicate both orally and in writing with all levels of staff and Council in an efficient, diplomatic and understandable manner.
- Must have advanced working knowledge of computerized financial applications; proficiency in MS Office (Word, Outlook, Excel, Power Point)
- A valid Ontario Driver's License is required, and applicants will be required to submit a Criminal Reference Check to pass their probationary period.