



The Township of Perth East is seeking applications for the position of

## **DEPUTY TREASURER/ASSET MANAGEMENT COORDINATOR**

**(Job ID: FIN-11-2025)**

### **Position Overview:**

Reporting to the Manager of Financial Services/Treasurer, the Deputy Treasurer/Asset Management Coordinator administers the financial services, programs, policies and procedures for the Township of Perth East including capital asset management, payroll, accounts payable, accounts receivable, property taxation and collection.

Together with the Manager of Financial Services/Treasurer, the Deputy Treasurer/Asset Management Coordinator provides oversight and supervision to the township's accounting activities to ensure accounting procedures are in accordance with public sector accounting standards as well as statutory and regulatory requirements, and that internal controls are operating effectively.

### **Core Responsibilities:**

Assists the Manager of Financial Services/Treasurer in performing the statutory duties of the Municipal Treasurer under the Municipal Act and other Acts of Legislature as required and shall assume such duties in their absence.

#### **Asset Management**

- Lead the development and implementation of the Township's Asset Management Program in compliance with Provincial legislation and deadlines.
- Evaluate Township policies and procedures concerning asset management planning to ensure accuracy, ongoing improvement and continued compliance with legislation through research of best practices and emerging trends.
- Coordinate the collection and maintenance of all municipal asset inventories. Complete various projects including condition assessments, lifecycle analysis, forecast, operations and maintenance practices development, and data gap assessments.
- Develops, coordinates communications and the education/training of staff, council and others related to the Asset Management Program. Prepares reports and presentation material as required.

#### **Municipal Drains**

- Calculates expenses and interest on municipal drains for final assessment schedules and grants.
- Reconcile the municipal drains and tile drainage loans annually.
- Responsible for the Tile Drainage Loan program including assisting landowners in completing applications, producing Council reports, completing and submitting debenture documents to the Province and completing year end schedules for auditors.



### Financial Duties

- Responsible for day-to-day finance journal entries, reconciliations, internal reporting, and sub-ledger management.
- Prepare and submit HST rebate returns for the Township (Monthly) and the Library Services Board (Quarterly).
- Manage the Township's procurement which includes ensuring the procurement policy is adhered to and provides procurement support to the Township departments, including the Bids and Tenders process.
- Support the Manager of Financial Services/Treasurer in the reconciliation of development charges, preparing the annual treasurer's statement of Development Charge reserve fund, and updating the Development Charges background study.
- Provide assistance/support for preparing the annual budget, budget monitoring, financial policies, long and short-term investment strategies and grant applications.
- Assist in the year-end accounting processes including analysis and preparation of annual audit working papers and Financial Information Return (FIR).
- Prepare the annual insurance renewal information and leads the Municipal Risk Management/Insurance Program.
- Prepare financial analysis and internal/external reports, including reports to Council, as directed by the Manager of Financial Services/Treasurer
- Attend council meetings and other meetings/events as required.
- Performs other related duties as assigned, and other legislated duties and responsibilities, as required.

### Supervisory Duties

- Supervise the Finance and Payroll Clerk roles and provide back up these positions during absences

### **Qualifications:**

- Completion of a bachelor's degree in accounting, business or finance.
- Professional accounting designation (Chartered Professional Accountant) in good standing.
- Three (3) to five (5) years of previous experience, including supervisory experience.
- Experience in Asset Management or a relevant designation (i.e. Certified Asset Management Professional) is considered an asset.
- Successful completion or willingness to complete AMCTO's Municipal Accounting and Finance Program (MAFP), MFOA's Municipal Finance 101 and OMTRA's Municipal Tax Administration Program (MTAP).
- Knowledge of Federal/Provincial regulations and programs pertaining to Municipal government financial management, including Public Sector Accounting Practices.
- Demonstrate commitment to personal and professional development by remaining current with new legislation, regulations, organizational theory and practices relating to the functions of the department in order that professional competence is maintained.
- Working knowledge of Microsoft Dynamics Great Plains, PSD-Citywide, FMW and Microsoft Office applications with advanced Excel skills.
- Must demonstrate advanced analytical, consultative and problem-solving skills with excellent interpersonal and multi-tasking skills



### **Working Conditions:**

- Work may involve direct contact with the public, elected officials, other levels of government, residents or staff to provide or obtain information and service that is important to the operation of the Finance department.
- Works with interruption while expected to meet deadlines. Exposure to disagreeable people and situations can be expected.
- Office environment is open concept. May be required to work for long periods performing data entry.
- Inter-departmental assistance may be required on occasion.

### **Position Details:**

- Working hours are Monday-Friday 8:30 A.M. – 4:30 P.M. with evening meetings as required
- 2025 Hourly Pay Range - Grade 12: \$41.99 - \$52.49 per hour
- OMERS Pension Plan
- Health, Dental, Life Insurance and Employee Assistance Benefits

**Competition Closes at Noon on Friday, June 20, 2025. Interested candidates can apply online at:**

<https://townshipofpertheast.applytojob.com/apply>

Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Requests for accommodation can be sent to Human Resources at [hr@pertheast.ca](mailto:hr@pertheast.ca) or 519-595-2800 ext. 258

*We appreciate all responses and advise only those applicants selected for an interview will be contacted.*

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of candidate selection.*