



EMPLOYMENT OPPORTUNITY DIRECTOR OF FINANCE (TREASURER)

The Town of Petawawa is seeking a highly organized and detail oriented Director of Finance (Treasurer) to oversee the preparation, maintenance and monitoring of all financial, accounting and payroll records and full the statutory duties of Treasurer.

Description of Position:

- Coordinates preparation of annual budget process with CAO and Department Heads
- Supervises property taxation billing process and reconciliation including maintenance of assessment roll
- Develops and manages effective financial and cash management systems including monitoring and maintaining control over spending programs
- Responsible for all applications and reconciliations of payments-in-lieu of taxes from federal and provincial sources
- Responsible for remittance and reconciliation of upper tier and education levies
- Supervises metered water and wastewater billing process and reconciliation
- Supervises payroll, accounts receivable and accounts payable
- Manages reserves, reserve funds, investments and debt
- A full job description is available at petawawa.ca

Qualifications:

- Business administration, commerce, or finance university degree and the professional designation of a CA as well as AMCT/CMO or an equivalent combination of education and practical experience
- Five years of progressive experience in municipal finance
- Excellent planning, organizational skills and attention to detail

Rate of Pay:

\$124,051.20 to \$145,909.40 per annum, commensurate with qualifications and experience and is based on a 35 hour work week, plus a comprehensive health benefits plan, including health care spending account and OMERS pension. Attendance at various public and other meetings outside of normal work hours will be required on a regular basis and time will be compensated in accordance with the Town policy for Hours of Work and Overtime.



Qualified candidates are invited to submit a cover letter and detailed resume by 4:30 PM on September 26, 2025 to:

Town of Petawawa

employment@petawawa.ca

ATTN: Director of Finance (Treasurer)

The Town of Petawawa is an equal opportunity employer. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town of Petawawa of the nature of any accommodation(s) that you may require to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

