



FULL-TIME CHIEF ACCOUNTANT
(COMPETITION NO.: FIN-2025-13)



Posting Date:	November 5, 2025	Closing Date:	November 21, 2025
Department:	Financial Services	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes - Employer Matched Contributions		
Salary Level 108	\$101,156 – \$126,435 (2025)	Union:	Non-Union

Interviews are tentatively scheduled for December 3, 2025. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

Under the supervision of the Director of Finance/Treasurer, perform the following duties:

Duties

- Supervise the Payroll and Accounts Receivable sections of the Financial Services Department.
- Maintain proper accounting records and a proper system of internal control for the City’s financial operations.
- Timely preparation of subsidy applications, claims and progress reports to Senior Levels of Government.
- Preparation of various Financial Reports and Information.
- Assist the Director of Finance in the preparation and policing of the budget of various City departments.
- Approve source deduction payments, bank transfers, accounts payable and payroll batches as required.
- Preparation of the HST remittance.
- Required to participate and support the City of Timmins Continuous Improvement Program in order to help foster a culture of operational excellence.
- Act as the Financial Services Department’s representative on various City Committees and/or other municipal and provincial committees as required.
- Replace the Deputy Director of Finance/Deputy Treasurer in their absence.
- Perform other duties as assigned.

Qualifications

- University degree in Commerce, Finance, Public Administration or Business or a related discipline.
- Professional accounting designation required.
- Minimum four years’ experience in a supervisory/management role.
- Municipal experience an asset.
- Proficiency in all Microsoft Office and financial management applications.
- Excellent oral & written communication skills.
- Dynamic and outgoing individual who is a team player.
- Current and clear Criminal Record Check with Judicial Matters Check.

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **November 21, 2025.**

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

www.timmins.ca
www.movetotimmins.ca
[\(705\) 264-1331](tel:(705)264-1331)