



DEPUTY TREASURER

Permanent Full-Time (35 Hours per week)

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including OMERS, a defined benefit pension plan. Service to our community, and to each other is what we do.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Annual salary: \$109,913 - \$128,583

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, February 15, 2026.

POSITION SUMMARY:

The Deputy Treasurer administers the financial services, programs, policies, and procedures for the Corporation of Loyalist Township fulfilling all statutory requirements of the Deputy Treasurer as outlined in the Municipal Act, 2001 and performs the duties of the Treasurer in their absence. The Deputy Treasurer prepares corporate and departmental Financial Reports, assists in the co-ordination and preparation of the annual budget, provides financial guidance and advice to department Directors and staff, provides supervision and guidance to financial staff of the department, administers utilities and fees rates setting and is responsible for maintaining detailed information on Tangible Capital assets and for supporting the ongoing development and updating of the corporate Asset Management Plan.

RESPONSIBILITIES

Perform the statutory duties of the Treasurer (in their absence) and manage all activities of the Finance division including accounting, property taxation, utility billing, and procurement, including support for corporate asset management function.
Ensure and oversee that accounting practices and internal controls are implemented in compliance with Provincial guidelines, PSAB requirements and Income tax/ HST (Harmonized Sales Tax) regulations within the finance departments and any areas of other departments that complete financial transactions.
Provide supervision, guidance, direction and leadership to staff in the Finance department including accounts payable, accounts receivable,

procurement, taxation, utility billing, general ledger/accounting, financial analysis, and related internal controls. Responsible for hiring and conducting performance reviews of staff.
Research and develop reports and by-laws for Council.
Ensure sound policies, practices and processes including the corporate credit card program are in place to facilitate fair and transparent procurement of goods and services that provide the best value for money to the Township.
Develop, review, analyze and maintain accounting and reporting internal policies and practices to ensure accurate and consistent recording and reporting of financial transactions and monitor and review internal financial management reporting to ensure accuracy and completeness. Responsible for reviewing and determining the permissions of users of the Township's financial software.
Provide timely and accurate financial information and supporting documentation, as required, for township Council, external auditors, and external funding agencies.
Work with the external auditors to prepare for and complete the required financial audits for the Township.
Prepare Financial Information Return, Annual Financial Statements and grant reporting and other reporting as required and submits after review. Reviews HST returns as submitted by the Financial Analyst
Work with Director of Finance/Treasurer to prepare budget documents and presentations and attend all budget meetings of the Township and provide input and advice regarding costing and financial decisions.
Responsible for supporting the development, maintenance and continual improvement of long-term financial plans including multi-year capital expenditure and funding plans and the Asset Management Plan.
Support the integration of the Asset Management Plan into the long-range financial plans to achieve sustainable capital budgeting strategies.
Work with the Director, Consultants, and other Departments to administer and oversee periodic updates of Development Charges, Impost Fees, and Utility rates.
Support the submission, tracking and reporting requirements for grant applications.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS:

Education

- Post-secondary degree in business administration, commerce, accounting, or similar/related discipline.
- Professional accounting designation such as the Certified Professional Accountant.

Experience

- Five (5) years of related progressive experience working in a public sector finance environment that includes general knowledge of all municipal finance operations including supervision in a unionized environment.

Preferred Experience

- Experience working in a municipal finance environment.
- Experience in municipal policy development with a good working knowledge of relevant Ontario legislation as well as financial legislation, regulation, and practices.
- Knowledge of monetary market, investment management and financing techniques.
- Knowledge and experience in procurement
- Leadership and decision-making skills

Knowledge/Skill/Ability

- Demonstrated knowledge of all legislation and regulations pertinent to the financial function as well as an understanding of policies and legislation affecting municipal government including knowledge of Public Sector Accounting Board Standards.
- Strong financial and business management skills and effective problem-solving skills.
- Strong analytical skills ensuring accuracy with large volume and diversity of work, ability to model financial data, planning and forecasting skills.
- Demonstrated ability to mentor and coach direct reports in keeping with sound personnel management practices, to build and maintain a healthy and productive work environment.
- Advanced knowledge of accounts payable/receivable, procurement procedures, capital asset accounting and general ledger administration.
- Working knowledge of local government functions and responsibilities, municipal finance, investment and debt management, and budgeting.
- Demonstrated attention to detail, ensuring accuracy with large volume and diversity of work.
- Demonstrate excellence in customer service by providing clear expectations to staff and adhering to the standards. Show leadership and guidance regarding a strong customer service ethic to staff and customers.
- Strong public engagement skills.
- Demonstrated leadership skills including effective mentoring, coaching, counselling, and conflict management skills.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities, based on urgency and importance.
- Excellent interpersonal, organizational, communication, research, and time management skills.
- Ability to fully engage and motivate; supervise and direct; and retain a workforce of union employees through implementation of sound talent management practices; ability to build strong, effective teams and a positive, productive work environment.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated enterprise accounting software, spreadsheets and database management, and the ability to work through the complexities of data upload, data extraction and preparing complex reports. Knowledge and experience with financial software including Vadim ICity and CaseWare.
- Demonstrated ability to manage multiple projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers, and the public.

Preferred Knowledge/Skill/Ability

- Thorough working knowledge of the Municipal Act, Development Charges Act, Occupational Health and Safety Act, investment and debt management, provincial/federal funding programs, property taxation, auditing principles and practices and other related legislation or regulations.
- Thorough working knowledge and experience with a full financial suite.
- Knowledge of financial software suite including Vadim iCity, PSD Citiwide and FMW Software.
- Intermediate to advanced proficiency in Excel.
- Extensive knowledge and experience with Microsoft Office products (Outlook, Word, Excel, PowerPoint.)

Other Requirements

- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.
- Obtain and maintain satisfactory Criminal Record Check (CPIC).

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Regular communication with all Finance Department staff and other municipal departments.

External

Taxpayers/ratepayers, vendors, auditors, provincial ministries, other municipalities, and agencies.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- Will be required to attend meetings outside of regular office hours.
- May be seated for long periods (3-4 hours).
- At certain times of the year there are strict deadlines to meet which may cause extra workload or additional work hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.