

Deputy Treasurer

The Town of Cochrane is in Northeastern Ontario and is a short one-hour drive from Timmins and Kapuskasing, the other two major population centres of the region. The town's population of 5,400 residents is made up of about half anglophone and half francophone residents.

Cochrane is one of the few communities in Northern Ontario to have experienced growth in the last few years, Cochrane's economic landscape offers job & investment opportunities for just about every sector. Cochrane top employable industries include mining, forestry, transportation, finance, health care, and administrative occupations. According to a Town of Cochrane growth study, its population is expected to go from about 5,400 to 9,400 by 2051.

With some of the lowest property taxes in Northeastern Ontario, Cochrane provides the highest quality of northern living at competitive cost to the taxpayer. While keeping property taxes competitive, Cochrane has managed to do so without limiting the services and assets it offers to the community. From a world-class tourist attraction in the Polar Bear Habitat to a modern and highly regarded Tim Horton Events Centre, modern schools, a local hospital, and high caliber recreation and festivals that rank among the most prominent in the province.

Find an active lifestyle that takes you beyond the hustle and bustle of the city and looks further than the rural amenities of the countryside. Get to hockey practice in 5 minutes, get to your cottage within 15 minutes and access the solitude of the fishing lakes and wilderness in as little as 45 minutes, all without traffic jams.

In summary, Cochrane is one of the fastest growing municipalities in Northern Ontario. The moderate property taxes, the reasonable cost of housing and multitude of community amenities continue to make Cochrane attractive to those relocating from other communities.

Your Opportunity to make a Difference

Reporting to the Chief Financial Officer / Treasurer (CFO), the **Deputy Treasurer** role will be responsible for coordinating and administering a variety of finance-related activities. This includes, but is not limited to, ensuring policy compliance, preparing various annual cost centre budgets, managing funding applications, coordinating municipal insurance needs, managing capital assets, preparing and submitting annual working documents, managing Town Hall office needs and supporting other departments.

Key Accountabilities:

- Ensuring policy compliance, and maintaining up-to-date policies and procedures
- Preparing annual budgets as assigned by the Treasurer and preparing variance and other financial reporting needs for Council and/or senior levels of government
- Managing funding projects through filing, claim preparation and submission, verification of accounting, providing proof of agreement compliance to funders, etc.
- Preparing, submitting, and managing applications/reports (government, internal, funding agencies)
- Coordinating municipal insurance needs (with broker)
- Managing capital assets (in coordination with Asset Management Coordinator)
- Preparing annual working documents for year-end audit
- Preparing and submitting annual FIR
- Reviewing accounting entries and performing journal entries and/or adjustments where needed
- Managing banking needs, corporate visas, and Automated Teller Machines (ATM)
- Performing reconciliations (investments, bank, and any other financial reconciliation as needed)
- Managing accounting software and any other municipal software as needed
- Managing official donation receipts (ensuring policy compliance, preparing receipts based on CRA requirements, sending receipts, etc.)
- Supporting Management and staff in all departments (providing coding, setting up cost centers, providing important financial information, addressing concerns, etc.)

Ideal Qualifications:

- **Education and Designations:** Completion of post-secondary education in business administration, accounting, or other related field or an equivalency in years of experience and education may be considered. Working towards a CPA designation is an asset not a requirement.
- **General Experience:** 2 to 3 years of progressively responsible experience with financial activities, preferably in a unionized municipal or public sector setting. *Private sector candidates will be considered with the understanding you can quickly learn about the nuances of the municipal sector.*
- **Finance Experience:** Knowledge or experience with any of budget planning, accounting, internal controls, financial reporting, taxation, capital planning and audit.
- **Critical Thinking:** Analytical, problem-solving and decision-making skills to enable effective operations.
- **Team Orientation:** Ability to work in a team environment – as a senior member of the team, experience or ability to lead, and mentor other members or an enthusiastic staff team.
- **Legislation:** Demonstrated knowledge or willingness to learn Municipal and Provincial regulations, and guidelines, including municipal government operations, principles, best practices, and processes.
- **Technical Acumen:** Sound knowledge of the Microsoft suite of products (Word, Excel, and Outlook), Adobe Acrobat Software, and proficiency in other software applications related to finance and payroll.
- **Communication and Interpersonal:** Demonstrated high level of confidentiality and ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

If you enjoy nature and rural living and wish to live in the north - this is a unique opportunity to experience nature and rural living at its best. Benefits of working with the Town of Cochrane include:

- **Compensation and Benefits** – Cochrane offers competitive compensation of \$91,000 to \$102,000 plus pension (subject to a 2026 COLA adjustment), benefits, vacation, professional development, and an opportunity to work with an engaged Council in a beautiful community.
- **Location** – Cochrane, Ontario is short one-hour drive from the major centres of Timmins and Kapuskasing. The Town is surrounded by forests, rivers and lakes making it an ideal community for those who like the outdoors. Its affordability and broad range of community services make it an ideal place to work and live.
- **Active Lifestyle** – we are a prime location for a range of outdoor activities and attractions. Enjoy hiking, golf, x-country skiing, snowmobiling, fishing, hunting and boating on the many lakes in our community.
- **Housing** – The average price is significantly less than most of Ontario and includes opportunities for waterfront ownership. Reasonable prices allow you to live mortgage free if moving from an urban area. You may also wish to consider our lot purchase program with development lots available for as low as \$10.
- **Healthcare** – The Lady Minto Hospital is in Cochrane and provides a wide range of health care programs and services. Near the hospital is the Cochrane Family Health Team, offering a wide variety of services.
- **Education** – An exceptional educational system at elementary and secondary levels in both official languages.

How to Apply

To explore this opportunity please apply via email with a covering letter and resume as soon as possible and not later than **August 10th 2026** to careers@waterhousesearch.net quoting project **TC-MFDT**. **Please note: Qualified candidates may be considered in advance of the closing date.**

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416-214-9233 (o), 416-419-7710 (c) or email jon@waterhousesearch.net.

The Town of Cochrane is an equal opportunity employer that values diversity and inclusion. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Artificial intelligence (AI) is not used to screen candidates. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.