Town of Erin
Director of Finance and Treasurer

Position Title: Director of Finance and Treasurer
Competition Number: 26-38
Department: Finance
Primary Work Location: Townhall (5684 Trafalgar Rd. Hillsburgh)
Salary Range: Band 10 ($157,808 -$184,613)
Number of upcoming vacancies: 1
Status: Regular, Full Time (35 hours per week)
Posting Dates: November 12, 2026 - December 06, 2026

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

WHY ERIN?

- **Vibrant Workplace Culture -** Enjoy engaging town events, team celebrations, and town hall BBQs that bring the team together and make work fun.
- **Supportive & Inclusive Environment-** We prioritize employee well-being, foster a caring and respectful workplace, and embrace culture, diversity, and innovation to drive meaningful change.
- **Growth & Development Opportunities -** We are committed to supporting staff learning through internal and external training and development programs.
- **Time off & Flexibility -** Benefit from competitive paid vacation, personal, sick, and bereavement days, hybrid work schedules, and a Parental Leave top-up program.
- **Secure Retirement Planning -** Create peace of mind for your future with a Defined Benefit Pension Plan through OMERS.
- **Comprehensive Benefits Package -** Enjoy extended health and dental coverage, short-term and long-term disability plans, and access to our Employee and Family Assistance Program.

POSITION OVERVIEW

Help shape the financial future of a growing rural community! The Town of Erin is looking for a forward-thinking financial leader ready to make an impact. Reporting to the Chief Administrative Officer and serving as a key member of the Leadership Team, the Director of Finance & Treasurer provides strategic financial leadership and fulfils the statutory responsibilities of Treasurer. As a trusted advisor to Council and senior leadership, the Director leads operating and capital budgets, long-term financial planning, reporting, investments, reserves, debt, development charges, asset management and core financial operations, while translating complex financial matters into clear, practical information.

This is an exciting opportunity to modernize how the Town manages and uses financial information, including spearheading the transition from Keystone to Microsoft Dynamics 365 and leveraging technology, data and

enhanced reporting to strengthen decision-making and organizational efficiency. Working collaboratively across the organization and with auditors, consultants, developers, government partners and other stakeholders, the Director will provide financial guidance, navigate competing priorities with diplomacy and sound judgment, and lead a Finance team committed to service, accountability and continuous improvement.

MAJOR RESPONSIBILITIES

- Participate as a member of the Town's Leadership Team, providing corporate leadership and direction while overseeing the management and administration of the Finance Services team.
- Fulfil the statutory responsibilities of Treasurer and provide strategic financial leadership, advice and recommendations to Council, the CAO and Leadership Team in accordance with the Municipal Act, 2001 and applicable legislation.
- Lead the development, presentation and monitoring of the Town's annual operating and capital budgets, long-term financial plans and forecasts, providing analysis of financial pressures, risks and funding alternatives.
- Oversee corporate accounting and financial operations, including financial reporting, taxation, accounts payable and receivable, payroll and benefits, banking, cash management, investments, reserves, debt and internal financial controls.
- Spearhead the Town's transition from Keystone to Microsoft Dynamics 365, leading financial-system modernization, process improvement, data integrity and enhanced reporting, analytics and decision-making tools.
- Prepare and deliver clear, accessible financial reports, presentations and recommendations to staff, Council, senior leadership, the public and other stakeholder groups, translating technical financial information to support informed decision-making.
- Lead year-end financial reporting, Financial Information Return requirements and the annual external audit, ensuring compliance with applicable legislation and Public Sector Accounting Standards.
- Develop and advise on long-term financial strategies to support municipal growth and major capital investments, including asset management, capital financing, taxation, user fees, water infrastructure and the financial sustainability of municipal services and facilities.
- Provide strategic financial leadership for major capital projects, including the planning and financing of new municipal facilities and infrastructure, such as the Town's proposed recreation facility.
- Lead the financial administration of development charges, including financial analysis, reserve fund management and collaboration with consultants, developers and external partners.
- Oversee corporate procurement and purchasing practices and provide financial guidance on tenders, RFPs, contracts, grants and significant corporate initiatives.
- Develop and maintain financial policies, procedures, controls and systems that promote accountability, legislative compliance, risk management and responsible stewardship of public funds.
- Represent Finance on corporate initiatives and with auditors, financial institutions, consultants, developers, government agencies and community partners.
- Support a responsive, customer-focused service culture, including assisting with front-counter coverage and responding to resident inquiries when required.
- Lead Finance as a hands-on working director, actively supporting departmental operations and staff through coaching, performance management, employee relations, development and workload planning, recruitment and onboarding, while fostering a culture of accountability, collaboration and continuous improvement.
- Participate on the Town's Emergency Management Team, supporting emergency preparedness, response, recovery and continuity of critical municipal services.
- Perform other duties as required.

POSITION REQUIREMENTS

- University degree in Business Administration, Finance, Accounting, Economics or a related discipline; graduate-level education in a related field is considered an asset.
- Chartered Professional Accountant (CPA) designation in good standing.
- Minimum seven (7) years of progressively responsible financial experience, including at least three (3) years in a leadership or management capacity; municipal or broader public-sector experience is strongly preferred.
- Strong knowledge of municipal finance, accounting, taxation, budgeting and financial reporting, including Public Sector Accounting Standards and Ontario legislation such as the Municipal Act, 2001 and Development Charges Act, 1997.
- Completion of the Municipal Tax Administration program (MTAP) would be considered an asset.
- Experience supporting a rapidly growing municipality, including the financial planning and funding of major capital infrastructure or community facility projects, such as a new recreation facility, is considered an asset.
- Demonstrated experience leading complex operating and capital budgets, long-term financial planning, forecasting, reserves, debt, investments and financial controls.
- Strong technology and financial-systems aptitude, with demonstrated ability to leverage data and reporting tools to improve financial processes, reporting and organizational efficiency.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint) and aptitude for learning financial systems and software; experience with Microsoft Dynamics 365 or a financial-system implementation or conversion is considered an asset.
- Strong customer service and interpersonal skills, with the ability to interact professionally, respectfully and effectively with residents, Council, staff and external stakeholders.
- Exceptional written, verbal and presentation skills, with the ability to translate complex financial information into clear, practical advice for audiences with varying levels of financial knowledge.
- Demonstrated political acuity, diplomacy and sound judgment, with the ability to navigate contentious financial matters, competing priorities and sensitive discussions.
- Strong project management, analytical, problem-solving and decision-making skills, with demonstrated ability to lead complex initiatives, evaluate financial risks and provide strategic recommendations.
- High level of discretion, confidentiality, and adherence to privacy legislation and organizational policies.
- Strong problem-solving, coaching, employee relations and staff development skills with proven ability to collaborate, influence and inspire.
- Strong commitment to fostering a healthy, safe, and respectful workplace, with the ability to lead collaboratively and effectively within diverse teams.
- Valid Ontario Class G driver's licence and access to reliable transportation for business purposes
- Criminal Record and Judicial Matters Check satisfactory to the Town.

WORKING CONDITIONS AND ENVIRONMENT

- Regular hours are 35 hours per week, Monday to Friday, typically 8:30 a.m. to 4:30 p.m. The position requires attendance at Council meetings and occasional work outside regular business hours to support meetings and urgent matters.
- Eligible to apply for a hybrid work arrangement in accordance with the Town's Telecommuting Policy, currently permitting up to two remote workdays per week, subject to annual review.

HOW TO APPLY

If you're passionate about joining our growing, innovative team, don't hesitate to apply! Please upload your resume and cover letter in **one document** and label it in the following format ***"Last Name, First Name – Position Title***" (**PDF format is preferred);** we will accept resumes until **November 29, 2026** (11:59 PM). Applicant testing and / or presenting will be a component of the interview process. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview, through email and

/ or phone.

DIVERSITY AND ACCOMMODATION

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only.

Accommodation is available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act. Should you require accommodation to participate in the application process, please contact hr@erin.ca. In your email, please ensure the subject line states "Accommodation Request: Position Title". Please be advised that you may be requested to provide supporting documentation to ensure that appropriate accommodation is provided.

USE OF AI DURING RECRUITMENT:

Our applicant tracking system includes artificial intelligence (AI) features that may assist staff in reviewing applications, such as highlighting relevant work experience. AI does not make screening, interview, or hiring decisions. All employment decisions are made by Town of Erin staff in accordance with applicable policies and procedures.