

# EMPLOYMENT OPPORTUNITY



## North Algona Wilberforce Township

### Deputy Treasurer

North Algona Wilberforce Township is looking for a financial professional to manage the financial functions of the Municipality, including Accounts Payable, Payroll, Benefits and Taxation. Reporting to the CAO/Clerk-Treasurer, the Deputy Treasurer will be a key member of the municipal organization who will enable a collaborative and modernized approach to the financial management of the organization. This position includes opportunity for professional growth.

#### **Responsibilities:**

- Responsible for the collection, analysis and oversight of Accounts Payable (A/P) invoices to the applicable General Ledger (G/L) account, ensuring the accurate allocation of HST, and the posting to the correct G/L account.
- Coordinates municipal banking services including investments, deposits, transfers, reconciliations, interact and telephone/computer payments.
- Responsible for processing payroll, including the calculation and remittance of payroll and deductions, as well as monthly balancing of payroll liability accounts in the G/L.
- Performs the duties of Township Tax collector and manages the municipal taxation process.
- Ensures that all account and financial records of the Township are maintained accurately and in accordance with generally accepted accounting principles for Ontario Municipalities (PSAB).
- Assists with the annual external audit and year-end working papers.

#### **Qualifications:**

- Degree in Business, Accounting, Finance, Public Administration or equivalent, together with an accounting designation (CPA) would be considered an asset.
- Three years financial management experience preferred.
- Thorough knowledge of finance processes and general knowledge of local government operations.
- Successful completion of or willingness to complete the Association of Municipal Clerks and Treasurers of Ontario Municipal Administration Program and Municipal Tax Administration Program.

- Submission of a Criminal Record Check with results satisfactory to the municipality.

Along with a comprehensive benefit package, the position offers a competitive salary of \$76,479 - \$88,660 per year (2024).

***Qualified applicants are invited to submit their resume, stating “Township of North Algona Wilberforce – Deputy Treasurer”, by 4:00 p.m., Monday, December 16th, 2024 to:***

Luke Desjardins, MCIP, RPP

CAO/Clerk-Treasurer

North Algona Wilberforce Township

EMAIL: [CAO@nalgonawil.com](mailto:CAO@nalgonawil.com) (in MS Word or pdf format)

*Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance.*

*Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*