



## Deputy Treasurer

Full-time, Permanent

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

### **Position Summary:**

Reporting to the Director of Finance/Treasurer, the Deputy Treasurer is responsible for supporting the coordination of municipal accounting activities which include cash management, A/R, A/P, capital assets, budget, tax/water billing and collection, development charges, and general ledger account maintenance. This position also manages the accounting information system, monthly and quarterly reporting and review of financial controls to ensure accounting procedures are within GAAPs and in accordance with statutory requirements. This position will also process payroll and administer the pension and group benefits plans.

The Deputy Treasurer assists with the execution of the statutory duties of the Treasurer regarding the financial management of the Township.

### **Qualifications, Skills, Knowledge, Abilities:**

- Completion of post-secondary education in Finance, Business Administration, Accounting or equivalent combination of education, training, and experience
- Completion of Municipal Accounting & Finance Program or Municipal Tax Administration Program preferred
- Possess or actively working towards CPA, CA, CMA or CGA designation an asset
- Certified as Payroll Compliance Practitioner or equivalent combination of education, training, and experience
- Minimum 3 – 5 years of progressively responsible financial experience in the municipal sector with A/P, A/R, procurement procedures, capital asset accounting, general ledger administration, financial analysis, budgets, financial reporting and accounting functions
- Experience processing payroll and administering pension and group benefits plans
- Working knowledge of Municipal Act, Development Charges Act, PSAB Standards 3150, investment and debt management, funding programs, property taxation, auditing principles and practices, and other related legislation and regulations
- Good understanding of Employment Standards Act and payroll related legislation and regulations
- High level of attention to detail ensuring accuracy with large volume of diverse work with ability to model financial data, planning and forecasting skills
- Ability to retain confidentiality and security of sensitive information and use discretion as appropriate
- Strong organizational, prioritization and time management skills with ability to multi-task and work well under pressure of deadlines
- Excellent communication, customer service, interpersonal, negotiation, and conflict resolution skills
- Sound analytical, technical problem solving, record keeping, administrative, and research capabilities

- Advanced skills in MS Office including database and spreadsheet applications, accounting software (Great Plains) and payroll software (Ceridian)
- Ability to work independently under minimal direction and as part of a departmental and cross-departmental teams
- Possess and maintain a valid Ontario G Driver's licence

For a detailed position description, please contact [HR@adjtos.ca](mailto:HR@adjtos.ca).

Annual Salary: \$74,937 to \$93,667 (2024 rates). Based on a 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to [HR@adjtos.ca](mailto:HR@adjtos.ca) with "Deputy Treasurer" in the subject line. Applications can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

*The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.*