

THE TOWNSHIP OF TARBUTT
CONTRACT TREASURER / DEPUTY CLERK

Working for The Township of Tarbutt means being a part of a tight knit team where we foster a sense of belonging. The Township is dedicated to supporting employees by offering competitive wages and an opportunity to grow and expand your capabilities. At this time we are seeking an experienced Treasurer on a contract basis with a strong working knowledge of municipal finance to provide clear financial guidance, accountability and transparency.

Core Responsibilities include:

- Perform the statutory duties of the Municipal Treasurer and Tax Collector under the *Municipal Act* and other pertinent legislation
- Maintain and operate the Township's accounting and financial reporting systems
- Responsible for all property tax functions, collection and related procedures
- Coordinate the operating and capital budgets, as well as overall management of the Township's financial resources
- Develop, recommend and implement short and long term goals for the treasury department
- Works closely with the Municipal auditor on year end reconciliation and audit
- Manage payroll, benefits, pension contributions and source deductions
- Maintain the Asset Management Plan, municipal investments, reserves and savings programs
- May be required to perform the duties of the Municipal Clerk in the absence of the Clerk/Deputy Treasurer

Qualifications

- Formal training in Municipal and Public Sector accounting and finance
- A degree or diploma in accounting, finance or related discipline
- Strong knowledge of public sector accounting principles
- Minimum of 5 years' experience in municipal or public sector finance
- Working knowledge of municipal taxation and assessment legislation and regulations
- Computer and social media literate with excellent skills in Microsoft Office and Sage 50
- Knowledge of legislation and policies affecting municipal government operations
- An AMCTO designation, successful completion of the Municipal Tax Administration Program, and/or the AMCTO Municipal Accounting and Finance Program would be definite assets

A complete job description is available at www.tarbutt.ca or by contacting the office at clerk@tarbutt.ca. The Township of Tarbutt offers a competitive salary for the ideal candidate. Your resume and a cover letter outlining relevant experience should be addressed to the Hiring Committee, The Township of Tarbutt, by Monday, September 18, 2023. Send to clerk@tarbutt.ca or mail to 27 Barr Road S, Desbarats, Ontario, P0R 1E0.

The Township of Tarbutt is an equal opportunity employer. We thank all those that apply but only individuals selected for an interview will be contacted.