

## THE TOWNSHIP OF TARBUTT

### MUNICIPAL TREASURER

The Township of Tarbutt is a rural municipality located 40 km east of Sault Ste. Marie. Nestled along the North Channel of Lake Huron and well known for its rugged shoreline and natural beauty, our residents enjoy a rural lifestyle with rich agricultural heritage and pristine waterfront living.

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 a generous benefit package. At this time we are seeking an experienced Treasurer with extensive municipal experience who is able to provide clear financial guidance to staff and Council, and ensure financial accountability with a high degree of attention to detail.

**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, tax sale and related procedures
- Coordinate the operating and capital budgets, as well as the overall day to day management of the Township's financial resources
- Develop, recommend and implement short and long term financial goals
- Works closely with the municipal auditor on year end reconciliation, audit and asset management planning
- Manage payroll, benefits, pension contributions and source deductions
- Play a key role in the management and direction of the financial affairs of the Township
- Maintaining the Asset Management Plan, municipal investments and savings programs
- Operate and maintain the accounting and financial reporting systems
- General knowledge of municipal operations

#### **Qualifications**

- Successful completion of a degree or diploma in accounting, finance, public administration or other relevant discipline from an accredited college or university
- Minimum of 5 years' experience in municipal or public sector finance
- Thorough knowledge of Ontario payroll legislation
- Working knowledge and experience with municipal taxation legislation and regulations
- Strong knowledge of generally accepted public sector accounting principles
- Computer and social media literate with excellent skills in Microsoft Office and Sage 50
- An AMCTO designation, successful completion of the Municipal Tax Administration Program, and/or the Municipal Accounting and Finance Program (MAFP) are definite assets

A complete job description is available at [www.tarbutt.ca](http://www.tarbutt.ca) or by contacting the Township office at [clerk@tarbutt.ca](mailto:clerk@tarbutt.ca). Qualified candidates may submit a resume and cover letter to the Hiring Committee, The Township of Tarbutt, 27 Barr Road South, Desbarats, Ontario, P0R 1E0 no later than 4 pm on Friday, November 8, 2024. Resumes may also be sent to [clerk@tarbutt.ca](mailto:clerk@tarbutt.ca)

*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. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for the purpose of candidate selection.*