



www.southglengarry.com

Township of South Glengarry

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

Deputy Treasurer

This is an opportunity for a progressive, hardworking professional to make their mark on a growing community in Ontario's Celtic Heartland. Working alongside the GM of Finance & Treasurer, the Deputy Treasurer administers the financial services, programs, policies and procedures for the Township of South Glengarry including payroll, accounts payable, accounts receivable, property taxation and collection, capital asset management, administering employee defined pension plan and group benefit programs, updates and maintains property assessment and property tax databases. Together with the GM of Finance & Treasurer, the Deputy Treasurer provides oversight to the township's accounting activities to ensure accounting procedures are in accordance with public sector accounting standards as well as statutory and regulatory requirements, and that internal controls are operating effectively.

Education and Experience

- Completion of an applicable College Diploma or University Degree.
- AMCTO or CMO designation is considered an asset.
- Knowledge of the Municipal Act, PSAB and Asset Management is an asset.
- Two (2) years related experience within a municipal environment preferred.
- Demonstrated knowledge and experience of Municipal accounting software.
- Demonstrated customer service skills, excellent communication skills both written and oral and demonstrated leadership skills both on a formal and informal basis.
- Ability to deal with people in a sensitive, tactful and diplomatic manner.
- Ability to arrange priority items and work with minimal supervision.
- Developed analytical, organizational and time management skills.
- Ability to meet work requirements within established timelines.
- Computer literacy and proficient in Microsoft Office applications email, etc.

A full job description can be found on the Township's website at www.southglengarry.com.

Salary based on the Non-Union salary grid Level 4 \$79,585 - \$95,019

Interested applicants are invited to submit a cover letter and resume addressing their qualifications and work experiences, marked confidential, **no later than 4:00 p.m. on April 21, 2025**, to:

Cyndi DeVries H.R. Advisor, Email: cdevries@southglengarry.com

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview.

In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended, and will be used for the purpose of candidate selection. Accommodation for people with disabilities is available for all parts of the recruitment and selection process. Applicants need to make their required accommodation known in advance to the HR Advisor or designate.