



Township of South Glengarry

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

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

www.southglengarry.com

Deputy Treasurer - Maternity Leave Contract

The Township of South Glengarry is seeking a highly motivated and enthusiastic individual for a temporary- maternity leave contract.

Reporting to the General Manager of Finance & Treasurer, the Deputy Treasurer provides account and administrative support for the Township Finance Department and answers inquiries from Council and other staff and the public. Performs all the statutory duties and responsibilities of the Municipal Deputy Treasurer and other duties as assigned by the General Manager of Finance & Treasurer.

Education and Experience

- Completion of an applicable College Diploma or University Degree.
- 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.

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 30, 2021** 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. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 613-347-1166. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of South Glengarry, we will endeavour to make such accommodations.