



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. Reporting to the GM of Finance & Treasurer, the Deputy Treasurer administers the financial services, programs, policies and procedures for the Township of South Glengarry. 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 post-secondary degree or diploma in Accounting, Business, Finance or another related field. An equivalency in years of experience and relevant education may be considered.
- Completion of or working towards AMCTO's Municipal Accounting & Finance Program (MFAP) and OMTRA's Municipal Tax Administration Program (MTAP) would be an asset.
- Knowledge of the Municipal Act, PSAB, Asset Management and other legislation affecting municipalities would be preferred.
- Three (3) years of bookkeeping, accounting and/or customer service experience, ideally with exposure to periodic billing cycles.
- Above average customer service skills, excellent communication skills, both written and oral and proven leadership both on a formal and informal basis.
- Ability to deal with people in a sensitive, tactful, and diplomatic manner.
- Ability to work independently, as well as in a team environment.
- Developed analytical, organizational and time management skills.
- Ability to prioritize and meet inflexible deadlines.
- 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, **no later than 4:00 p.m. on September 19, 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.