



EMPLOYMENT OPPORTUNITY

Job Title:	Deputy Treasurer
Position Type:	Full-Time, Permanent
Department:	Finance
Reports to:	CFO / Treasurer
Directly Supervises:	Finance Clerk (s)
Hours per Week:	35 hours per week
Salary Range:	\$96,000 - \$108,250 (Pay Band 9)
Application Due Date:	October 25, 2024 at 4:30pm (ET)

Position Summary

The Deputy Treasurer reports to and assists the Chief Financial Officer / Treasurer in fulfilling all legislative duties of the Township's Finance Department. The successful candidate will assist the Treasurer in establishing, implementing and maintaining the Township's Long-term Integrated Financial Strategy (LTIFS), with a focus on ensuring sustainability and flexibility in Township finances.

The Deputy Treasurer will support the multi-year operating budget process across the various service areas, maintain and update the Township's 10-Year Capital Forecast, lead the Township's applications, management and reporting for senior government programs, ensures the accurate and timely reporting of tangible capital assets in accordance with PSAB 3150, and support with the year-end financial statement preparation and external audit.

Duties and Responsibilities

- Assists the CFO / Treasurer in developing multi-year operating budget and 10-year capital forecast, working closely with all departments throughout the budget year.
- Assists in calculating the annual tax rate resulting from the budget.
- In the absence of the CFO/Treasurer, assumes statutory duties of the Treasurer
- Act as the representative for the CFO/Treasurer on corporate projects and initiatives that align with the Finance division portfolio, providing strategic financial advice and oversight
- Assists with the preparation for annual audit, financial statements and FIR



EMPLOYMENT OPPORTUNITY

- Assists the CFO/Treasurer in making applications for federal/provincial programs and grants on behalf of the municipality; administers grants including preparation of necessary documentation and reporting
- Leads the Financial Analysis and Reporting functions of the Finance Team
- Provides supervision and oversight for the finance team processes and sub-accounts
- Authorizes banking transactions on behalf of the Township
- Maintains asset management financial records:
 - Asset manifest within the financial software
 - Acquisition, disposal, sale and amortization of assets
- Responsible for accuracy and integrity of all aspects of the general ledger
- Administers the Township's insurance program and claims management
- Prepares monthly departmental operating reports
- Prepares ad hoc analysis of departmental revenues / expenditures
- Prepares reports to Council when directed and where appropriate
- Maintains current knowledge of municipal finance legislation

Education and Experience

- Business, Commerce, Economics, or Finance with a focus on accounting.
- Recognized accounting designation (CPA), or willing to obtain designation within 3 years
- A minimum of five (5) years demonstrated financial experience, preferably in a municipal setting.
- Specialized Knowledge/Skill Requirements:
 - Strong work ethic and desire to grow in the municipal finance profession
 - Highly developed organizational and analytical skills
 - Report writing skills and grant writing skills would be an asset
 - Good communication skills
 - Team Player

Interested applicants are asked to please send their cover letter and resume to pkelly@mapleton.ca by October 25, 2024, at 4:30pm (ET)

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact lwheeler@mapleton.ca.