

The Corporation of the Township of Otonabee-South Monaghan

Requires a

Deputy-Treasurer

The Township of Otonabee-South Monaghan is accepting applications for the position of **"Deputy-Treasurer,"** to work under the direction of the Director of Finance/Treasurer in the Finance Department on a full-time basis 35 hours/week – Monday to Friday – 8:30am to 4:30 pm. Some evening meeting attendance may be required.

Job Responsibilities for the Deputy-Treasurer position are:

- Assist the Director of Finance/Treasurer with the supervision of the finance department, accounts payable, accounts receivable, and property taxation.
- Responsible for the administration of payroll
- 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 internal controls are operating effectively.
- Assists with the preparation of the budget including calculation of the levy and financial reports to Council.
- Responsible for journal entries, reconciliations, Tangible Capital Asset accounts.
- Responsible for monthly bank reconciliation and HST remittance
- Answers incoming calls, takes payments and provides public information at the front counter as a back-up person to the Receptionist/Office Clerk and Accounting Tax Clerk.

The ideal candidate for the Deputy-Treasurer position will have:

- Post secondary education in Accounting, Business Administration, or related program, or equivalent.
- Experience in a municipal finance, accounting, payroll, or related capacity in an office environment,
- Strong understanding of accounting systems, Excel, and other software programs.
- Working knowledge of Municipal Act, Employment Standards Act and other relevant Federal or Provincial legislation or regulations affecting municipal finance and payroll is an asset.
- Municipal Finance & Accounting and/or Tax Collection courses is an asset.

The salary range for this position is \$62,244 – \$74,092 annually (2025 rate – currently under review). This full-time position offers group benefits and is part of the OMERS pension. A copy of the complete job description outlining the Duties & Responsibilities is attached to this posting.

Application Process:

Qualified applicants are invited to submit a detailed resume, outlining qualifications, and related experience to the HR department **by email only to hr@osmtownship.ca** with "Application for Deputy-Treasurer" in the subject line by no later than **1:00 pm on Friday, May 9, 2025.**

We thank all applicants who apply for this position but advise that only those applicants selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 as amended and will be used for the purpose of candidate selection. The successful candidate will be required to provide a clean criminal records check prior to job offer.

The Township of Otonabee-South Monaghan is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The Township of Otonabee-South Monaghan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. If contacted for an employment opportunity, please advise if you require accommodation.