



The Corporation of the  
**TOWNSHIP OF ESSA**  
5786 Simcoe County Rd. #21  
Utopia, ON L0M 1T0

## DEPUTY TREASURER

The Township of Essa is seeking candidates for the Deputy Treasurer position. The ideal candidate will be one who is currently a Deputy Treasurer or Manager of Finance/Treasurer in a municipality, with post-secondary education relevant to the public sector and several years of managerial experience. Applications from candidates with other related experience and education will be welcomed. The Township of Essa is located in the County of Simcoe, offers an excellent quality of lifestyle, with a mix of rural and urban amenities and a population of 21,000.

Reporting to the Manager of Finance/Treasurer and the Chief Administrative Officer (CAO), the Deputy-Treasurer is responsible for the administration of municipal accounting activities which include cash receipts, accounts receivable, accounts payable, fixed assets, water/sewer billing, payroll, bank reconciliation, general ledger account maintenance, management of the accounting information system, monthly reporting and review of financial controls to ensure accounting procedures are within Generally Accepted Accounting Practices and in accordance with the statutory requirements set under applicable Legislation and Regulations. The Deputy-Treasurer prepares and processes all accounting entries to maintain the Tangible Capital Assets database according to PSAB 3150. The Deputy-Treasurer will also assist in the preparation of the working papers for the year-end audit and various schedules of the Financial Information Return (FIR) and Municipal Performance Measurement Program (MPMP).

The ideal candidate will have the following minimum qualifications:

- Minimum post secondary degree/diploma in Accounting/Business or professional designation (CPA, CA, CMA, CGA) completion of an accounting program.
- Position will require completion of the AMCTO Municipal Administration Program and the Municipal Accounting Course and the ideal candidate will hold the CMO designation or have equivalent specialized municipal training/education.
- Position will require advanced skills in Microsoft office including database and spreadsheet applications and advanced skills in computerized accounting software (Great Plains).
- Position will require 5 years recent municipal experience and 3 years recent supervisory experience or equivalent training.
- Skills in current software applications and data base management are required.
- Strong organizational skills to prioritize work load in order to meet established deadlines.
- Working knowledge of legislation, policies and procedures related to Municipal treasury department.
- Good accounting and mathematical skills to ensure accuracy of general ledger postings and quality assurance of accurate accounting records.
- Good verbal communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors.
- Knowledge and use of office equipment including computer, printer and calculator.

The Township of Essa offers excellent benefits and a competitive compensation package with a salary range of \$62,189.33 - \$75,347.68 (2019 salary)

A full job description can be found on our website: [www.essatownship.on.ca](http://www.essatownship.on.ca).

Interested applicants are invited to submit a covering letter and resume addressing how the minimum qualifications are met, marked confidential, **by no later than 12:00 noon on Wednesday, February 13th, 2019** to:

Human Resources

5786 Simcoe County Road 21, Utopia, Ontario L0M 1T0

Phone: 705-424-9917 Ext 105

Fax: 705-424-2367

Email: [humanresources@essatownship.on.ca](mailto:humanresources@essatownship.on.ca)

We thank all 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 705-424-9770. 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 Essa, we will endeavor to make such accommodations.*