

## TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL



### JOB OPPORTUNITY – TREASURER/DEPUTY CLERK

The Treasurer/Deputy Clerk is accountable for the administration of all statutory duties of the Treasurer as defined in the Municipal Act and any other acts and is accountable for the administration of all financial services of the municipality. The Treasurer/Deputy Clerk is also responsible to perform all of the statutory duties of the Clerk as defined in the Municipal Act in the absence of the Clerk Administrator or when delegated by the Clerk.

#### Minimum Qualifications

- Post-secondary diploma or degree in Commerce, Accounting, Business Administration or related discipline
- Minimum two years Accounting experience required
- Designation (CA, CMA, CGA) is preferred
- AMCTO certification is preferred
- Experience working with Council or Board an Asset
- Ability to work independently, collaboratively as a member of a management team
- Excellent leadership skills and critical thinking skills
- Excellent organizational, time management, communication and interpersonal skills
- Ability to exercise sound judgement
- Knowledge, understanding and ability to interpret relevant legislation and regulations
- Proficient in utilizing various software programs including accounting and advance knowledge of Microsoft Office Suite (Word, Excel, Outlook, Power Point) and ASYST (integrated system)

A detailed job description is available at [echobay.ca](http://echobay.ca) or by calling 705-248-2441. Remuneration: Benefits, OMERS Pension, Salary will commensurate with experience and skills. Wage Range 5 Step Pay Scale (\$31.14-----35.15 per hour-40 hour week).

Qualified candidates can submit resumes and cover letter by e-mail to [twpmacd@onlink.net](mailto:twpmacd@onlink.net)  
Fax 705-248-3091, drop off or mail to 208 Church St. P.O. Box 10 Echo Bay, ON P0S 1C0 marked

“Treasurer/Deputy Clerk” by: **Thursday June 30, 2022 @ 4:30 p.m.**

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.