



Deputy Treasurer/Manager of Accounting Services

Competition #2024-14

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

Overview: The Deputy Treasurer/Manager of Accounting Services is responsible for providing leadership to Finance Department staff while ensuring that excellent customer service is maintained. This position assists the Director of Financial Services in performing all statutory duties of the Municipal Treasurer. The successful applicant will oversee billing and collection of all revenue streams including property tax and accounts receivable, will be responsible for month, quarter, and year-end financial reporting, year-end audits and working with external auditors, assisting in multi-year operating and capital budgets, risk and cash management functions including monitoring and projecting cash flow, and managing investments and debt instruments.

Duties include but are not limited to:

- Participate as an active member of the extended management team to achieve goals and objectives of the Township.
- Supervise and support staff regarding the administration of Property Tax, Accounts Receivable, and Accounts Payable. Participate in departmental staff recruitment, training, motivation, and goal setting to maximize productivity and manage performance.
- Maintain the general ledger accounts, ensuring that account distributions reflect approved budget.
- Direct and coordinate the provision of the organization wide asset management plan and activities.

Knowledge/experience:

- Post-secondary degree or diploma from an accredited university or college in Accounting, Commerce, Finance, or Business Administration.
- Chartered Professional Accountant (CPA) designation or working towards.
- Minimum of five (5) years of progressive, related experience in finance required. At least four (4) years supervisory experience, or related experience in progressively responsible roles, in a unionized environment, preferably in a municipal setting.
- Experience with developing and monitoring budgets.
- Advanced skills in Microsoft Office including spreadsheet application and advanced skills in Municipal financial software.
- Detail oriented with the ability to recommend efficiencies for the Treasury department.
- Ability to be a team player and to establish effective working relationships with other staff members, department managers, members of Council, and community partners.
- Strong analytical and troubleshooting skills with the capacity to understand and interpret data and communicate those results with audiences of varying technical knowledge.
- Strong organizational and presentation skills required.
- Ability to quickly understand complex problems and devise effective and practical solutions.

- Proven ability to establish priorities, meet deadlines, and work accurately and efficiently with minimal supervision.
- Demonstrated leadership, communication, decision-making, and public relations skills.

The salary range for this position is currently under review and will be competitive and commensurate with experience. This position works a 35-hour workweek, Monday to Friday.

The Township of Georgian Bay offers a competitive benefits and pension package, and paid vacation increases each year. Our Flexible Work policy allows for a hybrid work schedule or compressed workweek option.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on May 31, 2024**, to the Human Resources Department by email jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.