



THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

REQUIRES A FINANCIAL LEADER!

A full-time Treasurer/Tax Collector is needed to oversee the municipality's finances. If you thrive as part of a small, effective team in an environment where critical thinking is a must, and you have a flair for finance, this might be the position for you.

"Sunny" Sundridge is located, along the shores of Lake Bernard in the heart of the beautiful Almaguin Highlands. Sundridge is a popular tourist destination, known for its local activities and events with small-town charm. Your opportunity to live, work and play in this community-focused Village starts here.

Reporting to the Clerk Administrator, the Treasurer/Tax Collector is responsible for all Statutory duties in accordance with S. 286(1) of the Municipal Act, 2001, as amended, and other relevant legislation to ensure continued efficient and effective financial management of the Corporation. You will have oversight for the administration of taxes, accounts payable, accounts receivable, payroll, pension and benefit administration. A "hands-on" approach is required for all aspects of this position including coordination of the annual budget, banking, borrowing, investment of funds, maintenance of the asset inventory, and audit processes for the municipality and all municipally-administered joint boards/committees.

The ideal candidate is expected to have:

- A fantastic attitude and the ability to deliver quality service to all stakeholders.
- A post secondary education in accounting, business or related field, or a related mix of experience and education.
- A minimum of three years' related management experience in finance in a municipal environment.
- Municipal Tax Administration Program (MTAP) and AMCTO Municipal Accounting and Finance Program (MAFP) or willingness to complete, along with a commitment to continuous growth and development.
- Good organizational skills with an eye for detail.
- An understanding of PSAB accounting principles.
- Proven communication and presentation skills.
- A good understanding of applicable provincial and municipal legislation, regulations and standards.
- Experience in a computerized and web-based environment with a working knowledge of Microsoft Office.
- Knowledge of Munisoft or similar municipal finance software is preferred.
- A valid class G drivers licence and reliable vehicle or other means of attending off-site meetings, events, and position-related commitments.

This is a full-time position based on 35 hours per week with a competitive wage and benefit package.

FOR A FULL JOB DESCRIPTION, PLEASE VISIT: www.sundridge.ca

Qualified candidates are encouraged to submit a detailed cover letter, resume and references by email only referencing "Treasurer" no later than June 2, 2017 at 3:00 PM.

Email: clerk@sundridge.ca

We thank all applicants for their interest but only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Village of Sundridge is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.