



**THE CORPORATION OF THE VILLAGE OF SUNDRIDGE
REQUIRES A
Clerk Treasurer**

“Sunny” Sundridge is seeking an Administrative and Financial leader to complement our succession plan. As the Clerk Treasurer you will be responsible for the statutory financial and governance requirements of this single-tier municipality.

This is a rewarding opportunity for the right individual!

The ideal candidate will possess the following qualifications:

- A post secondary education in accounting, business or related field, University education preferred or a related mix of experience and education.
- Minimum of three years' related management experience in finance in a municipal environment.
- Energy and interest in moving the organization forward
- Excellent organization oral and written communication skills and interpersonal skills.
- Working knowledge and understanding of the applicable provincial and municipal legislation, regulations and standards.
- Ability to work effectively with members of Council, staff, and the public.
- Experience in a computerized and web-based environment with a working knowledge of Microsoft Office.
- Knowledge of municipal software.

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 May 18, 2018 at 4:00 PM to: 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.