



THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

REQUIRES A

Deputy Treasurer

The Village of Sundridge is inviting applications for the position of Deputy Treasurer. "Sunny" Sundridge is located in the heart of Almaguin Highlands, along the shores of Lake Bernard.

Reporting to the Clerk Treasurer, the successful applicant will be responsible for the following:

- Providing support for all municipal financial functions.
- Performing statutory duties of the Treasurer as set out in the Municipal Act, 2001, and other Acts.
- Providing assistance to the municipal administrative team, as required.

The ideal candidate will possess the following qualifications:

- A post secondary diploma in finance or related discipline.
- Three to Five years' municipal finance experience.
- Working knowledge and understanding of the Municipal Act, and all applicable acts and bylaws relating to municipal finance.
- Ability to work effectively with members of Council, staff, and the public.
- Excellent administrative, report writing, communication, and customer service skills.
- Experience in a computerized environment and working knowledge of Microsoft Office, Internet and experience with Munisoft an asset.
- Valid class G drivers licence and reliable vehicle

This is a permanent 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 "Deputy Treasurer" no later than July 13, 2018 at 4:00 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.