



Treasury Clerk

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Reporting to the Treasurer, the Treasury Clerk provides financial and clerical support by ensuring processing of supplier payments in accordance with established policies and procedures. This position is responsible for validating, entering, and processing payable and receivable data, verification of sales taxes, reconciliations along with audit support, assurance of ledger, and responding to all vendors and departmental inquiries. Provides back up to other finance and accounting functions in the Finance department and assists with front-line customer service.

Qualifications, Skills, & Abilities:

- Completion of post secondary education in Finance, Accounting, Business Administration or related field or equivalent combination of education, training &/or experience may be considered
- Minimum of 2 years of related accounting experience in a financial accounting environment (including A/P and A/R), preferably in a municipal environment
- Previous experience in customer service
- Completion of or enrollment in the AMCTO program; CPA program; or Municipal Accounting and Finance Program (MAFP) would be an asset
- Intermediate level knowledge of MS Office (Word, Excel, Outlook, Teams)
- Knowledge of financial, purchasing and reporting software applications; experience with MS Dynamic/Great Plains would be an asset
- Ability to work independently in a team environment
- Strong analytical, research, reasoning/negotiation, and problem solving skills
- Familiarity with the *Assessment Act*, *Municipal Tax Sales Act* and *Municipal Act* would be an asset
- A keen sense of accuracy, thoroughness, and attention to detail with strong numerical abilities
- Excellent organization and prioritization skills to meet deadlines
- Well-developed interpersonal and public relations skills
- Ability to communicate both verbally and in written form, in a clear, concise, effective and courteous manner in order to establish and maintain effective working relationships with staff and general public
- Possess and maintain valid "G" driver's licence with access to reliable personal vehicle
- Provide satisfactory Criminal Records Check

Annual Salary Range: \$41,204 - \$51,506 (2022 rate) – under review for a 35-hour workweek

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

The Township of Adjala-Tosorontio has a COVID Vaccination Policy; however, that policy is currently paused. If pandemic circumstance and public health changes warrant it, this policy may be re-instated. In the interim, individuals are encouraged to follow all public health guidelines, monitor and self-screen for symptoms, use precautions including proper handwashing and sanitizing, and practice respiratory etiquette. In addition, individuals are encouraged to get their full vaccinations and booster shots against COVID-19 as advised by public health authorities. For more information, please visit www.simcoemuskokahealth.org/

Qualified candidates are requested to forward their resume and cover letter by 4pm on March 17, 2023, to HR@adjtos.ca with "Treasury Clerk" in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.