



**Township of Adjala-Tosorontio
Is seeking a
Temporary, Full-time (Up to 17 Months)**

Director of Finance/Treasurer

The Township of Adjala-Tosorontio is located immediately north of the GTA, at the Southwest border of Simcoe County. Our population is approximately 11,000 people and offers rural living with proximity to urban amenities.

Reporting to the Chief Administrative Officer, the Treasurer will be an integral member of the Township's Senior Management Team. We are seeking a highly motivated and organized professional who possesses exceptional interpersonal, communication and public relation skills. The successful applicant will be capable of dealing effectively with staff, members of Council and the public. Attendance at monthly evening Council meetings is required.

The key duties include but are not limited to: Strategic development and administration of corporate and departmental policies and procedures, and all aspects of operations as they relate to Financial Services, Purchasing, Insurance and Risk Management. Ensuring compliance with legislation prescribed for Ontario Municipalities as well as the by-laws, resolutions and directives of Township Council and the Chief Administrative Officer. Thorough knowledge of statutory duties as established by Provincial legislation, in addition to operational and advisory responsibilities that involve the organization and their management for capital forecasting, budgeting, internal controls and operational guidance on all aspects of the finance function. The preferred candidate will also possess experience and success in managing and taking responsibility for all financial functions including tax billing and collecting, utility billing and collecting, accounts payable and receivable, payroll as well as debt and investment management, insurance and asset management. Experience and proven ability in budget creation and forecasting, public presentation, excellent time management and project management skills and the ability to handle difficult situations.

Qualifications:

- Minimum 3-year University Degree in Accounting or Finance, together with a C.P.A. designation, and relevant experience in a managerial capacity, and a proven ability in financial administration and leadership. An equivalent combination of education, training and experience will also be considered.
- Knowledge and experience with computerized municipal financial information systems is preferred.
- Excellent leadership, communication and interpersonal skills are mandatory.
- Excellent computer proficiency in Microsoft Office products (including Outlook, Word, Excel and PowerPoint), as well as Great Plains, CityWide software or other municipal software programs.

Conditions of Employment:

- Valid Ontario Class "G" Driver's License in good standing

- Satisfactory Criminal Record or Vulnerable Sector Check (Level 3) will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

Salary is \$92,607.16 to \$115,758.96 (2021) annually.

Interested applicants are invited to submit a cover letter and resume by May 17, 2021 to HR@adjtos.ca

We thank all those who apply, but only those selected for an interview will be contacted. Accessibility accommodations are available for all parts of the recruitment process. Applicants are asked to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.