



## Employment Opportunity

The Township of Minden Hills is seeking the following **Full Time** position:

### **NEW POSITION - Deputy Treasurer**

Reporting to the Director of Finance/Treasurer, the Deputy Treasurer provides assistance in the implementation of financial goals and objectives, as well as the day-to-day financial functions relative to general accounting requirements, human resource, payroll and employee benefit and pension administration.

#### **Minimum Qualifications:**

- Proficiency in general accounting and finance related functions and concepts.
- Demonstrated knowledge of accounting and database software programs.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), and presentation (MS PowerPoint) software.
- Thorough knowledge of and skill base in office functions.
- Flexible, adaptable and responsive to change.
- Ability to work independently with limited supervision.
- Excellent planning, time-management multi-tasking and organizational skills.
- A preferred knowledge of human resource, payroll, benefit and pension administration principles, processes, procedures, policies, directives.

#### **The ideal candidate will possess:**

- A Degree in Business Administration/Commerce or post-secondary education, combined with a professional accounting designation (CPA-CGA, CA, CMA).
- A minimum of three (3) years' experience in general accounting and finance functions.
- A preferred minimum of one (1) year experience in payroll, benefit, pension administration and Human Resource on-boarding related functions.
- Previous experience in Municipal accounting processes and practices', including PSAB standards, is an asset.
- Completion of a post-secondary diploma/certification in Human Resources Management, or willingness to complete is an asset.
- Familiarity with Municipal taxation, accounts payable, accounts receivable and banking processes and procedures is an asset.

Salary will commensurate with experience and skills.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a clear Police Criminal Record and Judicial Matters Check from the Ontario Provincial Police.

Please refer to the Position Description for further requirements and accountabilities, obtained in person at the Administration building, 2<sup>nd</sup> floor, on our website at [www.mindenhills.ca](http://www.mindenhills.ca), by calling 705-286-1260 ext. 313 or by emailing [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca). Please note that this position description is pending pay equity review.

This is an open call for applications until the position has been filled. Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience to:

**Employment Opportunity  
Deputy Treasurer  
Township of Minden Hills  
7 Milne St, PO Box 359, Minden, ON K0M 2K0**

**Attention: Shannon Prentice, Deputy Clerk, or email [sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca)**

We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**. If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the Clerk's Department at 705-286-1260 to discuss alternative solutions.