



Deputy Treasurer - Treasury

The Corporation of the City of Elliot Lake is currently hiring for the position of Deputy Treasurer in the Treasury Department. Reporting to the Director of Finance / Treasurer, the successful candidate will be assisting with the general management of the Treasury Department, including tax collection, development of the annual corporate budget, financial reporting requirements, conducting internal audits and maintaining the Capital Asset Ledger and trust accounts.

The preferred applicant will have:

Education and Training:

- University degree in Accounting, Finance or Business studies
- Enrolment in Certified Professional Accountant (CPA) program is an asset

Experience:

- Minimum five (5) years of related experience, three (3) of which are at a Supervisory level within a unionized environment.

Knowledge, Skills and Abilities:

- Knowledge of applicable legislation and related regulations related to Municipal finance and reporting requirements.
- Keeps informed of current and emerging management issues within the public sector as they affect the City's financial affairs.
- Financial and economic analysis and planning experience with particular reference to municipal finance and government structures
- Proficient use of computer software including Microsoft Excel (advanced level spreadsheet design and application), Word, PowerPoint and Outlook.
- Experience using Great Plains software or similar ERP.
- Ability to listen and understand issues in order to meet the needs of customers.
- Demonstrated capacity to set and achieve high standards for the department.
- Effective communication skills, both oral and written, for interactions with Council, employees and the public.
- Create and recommend new and innovative solutions.
- Handle sensitive and confidential corporate matters professionally and maintain confidentiality.

- Excellent interpersonal and leadership skills.
- High degree of planning and organizational skills to work under pressure and meet deadlines.
- Research, analytical, problem solving and decision making skills.
- Can work well independently and interdepartmentally.

Please visit our website at www.cityofelliottlake.on.ca for more information on the City of Elliot Lake.

Salary: \$43.05 per hour

To submit your application please visit the Indeed website at <http://www.indeed.com> and search City of Elliot Lake.

You can also paste the URL below into your browser to go directly to the posting:

<https://ca.indeed.com/jobs?q=deputy+treasurer&l=Elliot+Lake%2C+ON&from=searchOnHP&vjk=41e55045a61e585c&advn=2986696923353181>

DEADLINE FOR SUBMISSIONS IS MARCH 30th, 2023

All applicants are thanked, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Consistent with the Accessibility for Ontarians with Disabilities Act (AODA) it is the policy of The Corporation of The City of Elliot Lake that qualified individuals with disabilities not be discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment, including recipients of ODSp & CPP-D. It is further the policy of The Corporation of The City of Elliot Lake to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The Corporation of City of Elliot Lake is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact Human Resources at hr@city.elliottlake.on.ca or 705-848-2287 Ext 2117