****

**CANTON D'ALFRED ET PLANTAGENET** **TOWNSHIP OF ALFRED AND PLANTAGENET**

Employment Offer : Treasurer

Full-time position – Revised salary scale

Introduction

The Township of Alfred and Plantagenet is seeking the services of a person to fill the position of Treasurer.

Job Summary

Reporting to the Chief Administrative Officer, the Treasurer manages, coordinates, administers and controls all the operations performed by the employees of the Finance Department with the help of financial and accounting software systems in compliance with provincial legislation, generally accepted accounting principles and municipal by-laws.

A copy of the job description is available for consultation at the municipal offices and on the municipality’s web site.

Education

University Diploma (Bachelor Degree) with a specialization in accounting and a professional accreditation (CPA), combined with experience in a similar position or in the public administration and the preparation of financial statements.

Language

Orally/Written in French and English (Bilingual)

Requirements and Hiring Conditions

* Knowledge and understanding of the Municipal Act, other acts and by-law and accounting principles applicable to municipal environment;
* Training and experience in municipal finances, in municipal administration and fund accounting;
* Ability to analyse matters relating to finance, identify issues and potential problems and propose solutions and recommendations;
* Demonstrate a capacity to work under minimal supervision;
* Ability and ease to make public presentations sometime concerning delicate or controversial subjects;
* Able to manage and assign employees and have knowledge of the tasks and works of a municipal finance department;
* Able to use a computer and be familiar with the Microsoft Office Suite;
* Practical knowledge of the VADIM and Asset Management Plan would be an asset.

Job Conditions

Job conditions are those prescribed in the municipal by-law. The salary scale for this position is from $103,557.90 to $121,926.56.

Interested candidates are required to submit a letter describing their interests for the position and marked “Employment offer – Treasurer”, with their résumé before 4:00 p.m., Wednesday, June 16th, 2021 by email at the following address: [clortie@alfred-](mailto:clortie@alfred-plantagenet.com) [plantagenet.com](mailto:clortie@alfred-plantagenet.com) or by mail at the address shown below:

Carole Lortie

Township of Alfred and Plantagenet 205 Old Highway 17

P.O. Box 350

Plantagenet, Ontario K0B 1L0

Accommodations are available on request for candidate taking part in all aspects of the selection process.

The use of the masculine in this text means both men and women and aims only to lighten the text.

Only candidates retained for an interview will be contacted.