



SMITHS FALLS

RISE AT THE FALLS

EMPLOYMENT OPPORTUNITY DEPUTY TREASURER

(Full-time Position – 35 hours/week)

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime waterfrontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town of Smiths Falls is seeking a motivated and organized team member for the position of Deputy Treasurer. Reporting to the Director of Corporate Services/Treasurer, this position is responsible for the administration of financial services, programs, policies, and procedures for the Corporation of the Town of Smiths Falls fulfilling all statutory requirements of the Deputy Treasurer as outlined in the Municipal Act, 2001. The Town through its training and development practices, shall encourage effective internal succession planning.

Key Duties and Responsibilities:

- Perform the statutory duties of the Director of Corporate Services/Treasurer (in their absence)
- Assist in administering the financial affairs of the municipality on behalf of and under the direction of the Treasurer.
- Prepare corporate and departmental Financial Reports
- Assist in the co-ordination and preparation of the annual Budget.
- Provide financial guidance and advice to Department Directors and staff.
- Provide supervision, guidance and leadership to financial staff of the department, including staff scheduling.

Skills and Qualifications:

The preferred candidate will have the following qualifications:

- Minimum Education: Post -Secondary degree/diploma in Accounting, Finance, Economics, Business Administration or related field.
- Minimum Experience: 3 years in municipal finance position
- High computer literacy
- Strong communication skills
- Desirable: recognized accounting designation or enrolment in the CPA program.
- Completion of the AMCTO designation.

The 2023 annual salary rate is \$78,187.20 to \$90,781.60 based on a 35 hour-workweek.

Interested and qualified applicants are invited to submit their resumes by Friday August 18, 2023 no later than 4:00 p.m., to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, via email at hr@smithsfalls.ca

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.