

## JOB POSTING DETAILS

<b>Employer</b>	Township of Macdonald, Meredith & Aberdeen Additional	<b>Job Type</b>	RI
<b>Job Title</b>	Treasurer/Deputy Clerk	<b>Duration</b>	NA
<b>ES Job ID</b>	12545	<b>Location</b>	NA
<b>Date Posted</b>	April 25, 2022	<b>Closing Date</b>	May 20, 2022

### Job Overview - Description & Duties

The Treasurer/Deputy Clerk is accountable for the administration of all statutory duties of the Treasurer as defined in the Municipal Act and any other acts and is accountable for the administration of all financial services of the municipality. The Treasurer/Deputy Clerk is also responsible to perform all of the statutory duties of the Clerk as defined in the Municipal Act in the absence of the Clerk Administrator or when delegated by the Clerk.

A detailed job description is available at [echobay.ca](http://echobay.ca) or by calling 705-248-2441. Remuneration: Benefits, OMERS, Pension, Salary will commensurate with experience and skills.

### Required Skills

- Post-secondary diploma or degree in Commerce, Accounting, Business Administration or related discipline
- Minimum four years Accounting experience required
- Designation (CA, CMA, CGA) is preferred
- AMCTO certification is preferred
- Experience working with Council or Board
- Ability to work independently, collaboratively as a member of a management team
- Excellent leadership skills and critical thinking skills
- Excellent organizational, time management, communication and interpersonal skills
- Ability to exercise sound judgement
- Knowledge, understanding and ability to interpret relevant legislation and regulations
- Proficient in utilizing various software programs including accounting and advance knowledge of Microsoft Office Suite (Word, Excel, Outlook, Power Point) and ASYST (integrated system)

### Other Requirements

NA

### How to Apply

Qualified candidates can submit resumes and cover letter by e-mail to [twpmacd@onlink.net](mailto:twpmacd@onlink.net)  
Fax 705-248-3091, drop off or mail to 208 Church St. P.O. Box 10 Echo Bay, ON P0S 1C0 marked "Treasurer/Deputy Clerk" by: Friday  
May 20, 2022 @ 4:30 p.m.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.