



The Corporation of the Township of Perry

Municipal Treasurer/Deputy Clerk

The Township of Perry, known as the true gateway to the Almaguin Highlands and Northern Ontario, is seeking applications from experienced and qualified candidates to fill the full-time position of Municipal Treasurer/Deputy Clerk due to an upcoming retirement. Our wonderful municipality offers many beautiful landscapes, from rolling hills, to pine and maple forests, to the crystal clear waters of our rivers and lakes. We are the perfect place to live, work, play and explore.

Reporting to the Clerk/Administrator, the Municipal Treasurer/Deputy Clerk will perform the statutory duties in accordance with S. 286(1) of the Municipal Act, 2001, as amended and other relevant legislation to ensure continued efficient and effective financial management of the Corporation.

The Treasurer oversees full time staff in the functional areas of tax collection, accounts payable and receivable, payroll, pension and benefit administration. The Treasurer is responsible for all banking, borrowing and investment of funds and maintenance of the asset inventory in accordance with PSAB. The Treasurer also coordinates the annual budget and audit process.

The preferred candidate will possess a post-secondary education in a related field, significant demonstrated experience to meet the competencies required of the position, including a clear understanding of municipal finance, and advanced computer skills including financial software packages (MuniSoft). Strong leadership skills combined with excellent interpersonal, organizational, analytical, time management, problem solving, oral and written communication skills are essential. The successful candidate must have a thorough knowledge of applicable provincial and municipal legislation, regulations and standards.

Salary will be commensurate with experience and includes a comprehensive benefits package.

A complete job description is available on the Township website: www.townshipofperry.ca. Interested candidates are invited to submit a confidential covering letter and detailed resume including references, by **4:30 p.m. Monday, January 30th, 2012**, to the undersigned.

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

Beth Morton, Clerk/Administrator
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