



DEPUTY TREASURER

Situated in the heart of Eastern Ontario's cottage country, Tay Valley Township is a community of picturesque hamlets and historic homesteads with an abundance of shoreline on thirty-two lakes and located within a one-hour driving distance of both Ottawa and Kingston, it affords an opportunity to combine urban and rural lifestyles. The Township offers a unique work environment for an individual wishing to partner with fellow employees in the delivery of municipal services to a population of over 11,000 (permanent and seasonal).

Reporting to the Treasurer, the Deputy Treasurer provides support in the performance of the statutory duties of the Treasurer and assumes all of the powers and duties of the Treasurer under the *Municipal Act, 2001* or any other provincial legislation as necessary and/or in the absence of the Treasurer with a focus on asset management, as well as providing other services to support the functions and activities of the Finance Department.

The Township is seeking a motivated and results oriented individual to join our team with solid knowledge of accounting practices, municipal financial legislation and practices, and excellent communication and interpersonal skills. The ideal candidate will have acquired a post-secondary diploma in accounting or a related field of study, have a valid driver's license, have a minimum of 3 years' experience in an office environment and in financial/treasury positions in a private or public sector setting, as well as experience with asset management, budgeting, annual financial reporting, long-term financial planning, using financial software, and cash handling and processing financial transactions. Accounting (CPA) and municipal designations, post-secondary school courses in payroll and benefits, courses and training in asset management, and completion of the Municipal Accounting and Finance Program and the Municipal Tax Administration Program (MTAP) would be considered an asset, as would experience with Diamond Great Plains.

The full position mandate is available on the Township website at www.tayvalleytwp.ca. The salary range of \$87,238 to \$100,108 (2025 rates under review), for a 37.5 hour work week, and a competitive benefit package makes this an attractive full-time permanent position for the right candidate.

Please submit a cover letter and resume no later than **9:00 a.m. on Monday, April 13, 2026** in confidence to:

Tay Valley Township
Aaron Watt, Deputy Clerk
217 Harper Road, Perth, ON, K7H 3C6
or e-mail: deputyclerk@tayvalleytwp.ca

Tay Valley Township 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.