



THE TOWNSHIP OF SOUTHWOLD

Deputy Treasurer

The predominantly rural community of the Township of Southwold has a strong agricultural base and is located in the central part of Elgin County. Incorporated in 1852, the Township includes the development areas of Fingal, Iona, Iona Station, Paynes Mills, Shedden and Talbotville. Our offices are an easy commute from both London and St. Thomas. Our municipal office is located at 35663 Fingal Line, Fingal, ON.

With a total population nearing 5,000 residents, the Municipality offers beautiful countryside and a wonderful blend of active farms, historic villages, and tourism. The Municipality is experiencing significant growth in our development areas. Learn more about us at www.southwold.ca.

Reporting to the Director of Corporate Services/Treasurer, the Deputy Treasurer is responsible for a wide range of accounting, property taxation, asset management and customer service functions, in addition to supporting the Director of Corporate Services/Treasurer with programs and projects. The Deputy Treasurer provides advice and support to other staff and departments for accounting and financial functions.

The municipality is seeking candidates with the following qualifications:

- Post-Secondary Degree or Diploma from a program with emphasis on accounting, business, computer systems, office administration, or similar program
- AMCTO Municipal Administration Program (MAP)
- Experience in office procedures, preferably with exposure to municipal government.
- Advanced computer skills including Microsoft Office and Accounting software. Experience with Keystone Financial, Laserfiche Records Management and CityWide Asset Manager considered an asset.
- Excellent interpersonal, customer service and written/verbal communications skills are required.
- CPA/CMA Designation and/or enrollment in a program to obtain the designation would be preferred.

The pay rate is \$53,508 - \$60,807 annually, based on 35 hours per week, commensurate with qualifications and experience. The Township of Southwold also offers competitive benefits and participation in the OMERS pension plan, a compressed work week arrangement (4 day work week), and work from home opportunities.

This is a permanent full-time position. To view the complete job description, please visit:

<http://southwold.ca/municipal-office/employment>

To further explore this role, please send a cover letter and resume to hr@southwold.ca. Posting will remain open until filled. Please specify "Deputy Treasurer" in the subject line.

The Township of Southwold is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for candidate selection purposes only. Thank you for your interest, however only those selected for interviews will be contacted.