

Job Posting: Treasurer – The Corporation of The Township of Jocelyn

Position: Treasurer

Hours: 20-35 hours per week

Location: 3670 5th Side Road, Jocelyn Township, Hilton Beach, ON

Salary: Competitive, based on qualifications and experience. Pension and benefit package included.

Overview:

The Corporation of The Township of Jocelyn is seeking a dedicated and qualified individual to fill the role of Treasurer. This is a part-time position requiring 20-35 hours of work per week. The Treasurer will be responsible for managing the municipality's financial affairs, ensuring compliance with relevant statutory duties, and providing fiscal advice. The ideal candidate will have a strong educational background in business administration, economics, or a related field, along with hands-on experience in financial management.

Key Responsibilities:

- Oversee revenue collection, accounts payable/ receivable, grants, and other financial transactions.
- Manage and prepare financial reports, ensuring transparency and accuracy.
- Monitor and maintain budgetary processes, including financial planning, analysis, and forecasting.
- Advise on financial matters and make recommendations for improving financial efficiency.
- Ensure compliance with municipal, provincial, and federal regulations.
- Collaborate with other departments and municipal officials to ensure smooth financial operations.
- Manage audits, including preparing and assisting with financial audits.
- Maintain accurate financial records and supporting documentation.
- Support the preparation of annual budgets and provide financial guidance to municipal leaders.

Asset Management:

- In some cases, the Treasurer may be responsible for managing the municipality's assets, ensuring their proper maintenance and tracking. This includes overseeing long-term capital planning and ensuring the effective use of municipal resources.

Collaboration:

- The Treasurer works collaboratively with other municipal staff and elected officials to ensure the effective management of the municipality's finances. Strong teamwork and communication skills are essential in promoting a cohesive approach to financial planning and decision-making.

- The Treasurer will work hand in hand with the Clerk to keep the office running smoothly, preparing reports, and communicating with Council. The Treasurer will report to Council regarding job directives and to the Clerk regarding office operations.

Additional Qualities We Are Looking For:

- We are seeking someone who can take the initiative, as well as be an integral part of a hard-working team.
- The ideal candidate will appreciate the natural beauty of our small, rural municipality and be dedicated to working to preserve and enhance it for future generations.

Required Qualifications:

- Proven experience and education in accounting, auditing, budgeting, financial planning and analysis, or similar financial activities.
- Understanding of relevant legislation, including municipal finance regulations and compliance requirements.
- Excellent organizational and time management skills.
- Strong communication skills with the ability to provide clear financial advice.
- Proficiency in financial software and Microsoft Office Suite.

Desirable Skills:

- Previous experience working in a municipal or government finance setting.
- Certification or training with AMCTO or other relevant professional organizations.
- Knowledge of municipal financial operations, including familiarity with the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) standards.

Application Process:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to ClerkDAngelo@jocelyn.ca by Friday April 4, 2025

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.