



Township of Black River-Matheson

An Equal Opportunity Employer

Is currently searching for a
Treasurer

The Township of Black-River Matheson is a vibrant and growing community dedicated to providing high-quality public services and fiscal responsibility. We are located approximately three hours north of the City of North Bay and one hour east of the City of Timmins and are currently seeking a skilled and motivated individual for the position of Treasurer. This senior management role is critical to the financial management services of the municipality. The successful candidate will assume statutory responsibilities under the *Municipal Act, 2001* and provide leadership in developing and maintaining effective financial and taxation systems.

Located in Northern Ontario, the Municipality of Black River-Matheson offers unique natural beauty and rural living. With abundant outdoor recreational opportunities, including hiking, fishing, hunting and outdoor sports, Black River-Matheson is the perfect place to enjoy a balanced lifestyle. Our community provides a welcoming environment for families, professionals, and retirees alike, with access to essential services and amenities in the region.

Key duties and responsibilities:

- Ensure compliance with the statutory duties of the Municipal Treasurer as set out in the Municipal Act, 2001.
- Act as the principal financial policy advisor to senior management and Council.
- Oversee the development and administration of the municipality's operating and capital budgets, in collaboration with the Town Manager/Clerk.
- Administer the tax billing and collection systems, including property assessment and tax sales management.
- Prepare financial reports and liaise with provincial ministries and agencies.
- Manage accounts payable, receivable, and payroll functions.
- Oversee the Treasury Department's workflow, ensuring optimal performance and efficiency.
- Maintain up-to-date knowledge of municipal accounting, financial regulations, and provincial legislation.

Qualifications:

- A degree or diploma in accounting, finance, or a related field, or an equivalent combination of education and experience;
- Completion of the Municipal Tax Administration Program and Municipal Accounting and Finance Program would be an asset;
- A minimum of five years of municipal financial management experience
- Strong knowledge of municipal accounting practices, financial management systems, and relevant legislation such as the Municipal Act and Assessment Act
- Excellent communication, interpersonal, and organizational skills.
- Proficiency with accounting software and financial management tools.

This position is a full-time, regular 35-hour work week from Monday to Friday, days with some possible after hours work for Council Meetings, critical periods or situations. The 2024 salary will be determined based on experience and will include a comprehensive benefit program.

Qualified candidates are invited to submit a cover letter and résumé (by email) no later than 4 p.m. on November 30th, 2024 quoting "Treasurer" in the subject line to:

Patricia Murphy
Township of Black River-Matheson
367 Fourth Ave, PO Box 601
Matheson, ON, P0K 1N0
Email: pmurphy@twpbrm.ca

*Although your application may be on file, you must re-apply for this specific competition.
We thank all applicants for applying, however, only those selected for an interview will be contacted.*