



Excellence • Connectivity • Services • Livability • Growth

12 Month Contract - Manager of Financial Services / Deputy Treasurer

The Township of Ramara is a rural community located in Central Ontario, along the north-eastern shores of Lake Simcoe and Lake Couchiching. In Ramara, people are our priority. Our people are the cornerstone of our organization. We are always seeking creative and skilled individuals with the ability and desire to lead in our dynamic workplace. Each of our team members brings diverse experiences and perspectives, as well as unique skills and talents to the job. Our diverse compliment ensures an environment where individual, team, and organizational successes are embraced and celebrated.

All team members have equal opportunity within the organization to thrive and attain their highest potential.

Core Responsibilities

- Assist all department heads with financial and analytical reporting, costing/scenario modeling for budget purposes and other financial analysis.
- Responsible for ensuring Asset Management, including Tangible Capital Asset Accounting and Asset Management Planning are completed in accordance with legislative requirements, Council policy and industry best practices.
- In collaboration with the Director of Financial Services / Treasurer, manage revenues and expenditures for the Township.
- Responsible for the monthly accounting processes for all departments. (general ledger reconciliation)
- Assist the Treasurer in the preparation of year-end working papers, the draft financial statement and financial information return (FIR) in conjunction with Municipal Auditor.
- Assist department heads and the Director of Finance with analyzing the financial/budget impact of projects or purchases including performing cost/benefit analysis to provide information for Council reports.
- Provide assistance to the Director of Finance and the organization with the development and operation of the Township's financial reporting and procedures.
- Support, motivate and train staff, ensuring effective teamwork, high standards of work quality, organizational performance and continuous learning.

Salary

\$97,630.32 - \$114,213.48 per year (2023 rates), plus a comprehensive benefits package.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled "Deputy Treasurer - 12 Month Contract" addressed to Brittany Wilson, Manager of Human Resources/ Health & Safety and submit to hr@ramara.ca by 4:30pm on September 1, 2023.

Health & Safety

Successful candidates must abide by Ontario Health & Safety Legislation and follow Township Health and Safety Policies, COVID-19 Protocols and Public Health Guidelines.

Information collected for employment is done under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, for the purpose of assessing eligibility for employment.

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

Qualifications / Skills

- Must have a minimum of a three year post-secondary education in the field of Business Administration/Accounting, however a University education would be considered an asset.
- To hold or to be in the process of obtaining a CPA (Chartered Professional Accountant) designation would be considered an asset
- Thorough knowledge of accounting principles and practices and Public Sector Accounting Board (PSAB) standards.
- Knowledge of accounting principles and practices including strategic and financial planning and budget variance analysis.
- Must have the ability to conduct detailed and/or non-structured analysis with minimum supervision within tight deadlines.
- Must demonstrate advanced analytical, consultative and problem solving skills with the ability to develop and recommend effective solutions.
- Must possess excellent interpersonal skills with the ability to communicate both orally and in writing with all levels of staff and Council in an efficient, diplomatic and understandable manner.
- Must have advanced working knowledge of computerized financial applications; proficiency in MS Office (Word, Outlook, Excel, Power Point)

Experiences

- Five to seven years relevant accounting experience, with advanced excel experience and the ability to create complex formulas.
- Experience preparing, reviewing, and opening RFP's and RFQ's would be considered an asset.
- Working knowledge of municipal infrastructure and capital asset management plans would be considered an asset.