

THE CORPORATION OF THE TOWN OF COCHRANE

Job Title: Deputy Treasurer

Reports To: Treasurer

Status: Permanent Full-time

Salary: \$88,938 to \$100,097

Location: Cochrane, Ontario

Who we are:

The Town of Cochrane is a progressive and growing municipality in northern Ontario with a population of approximately 5,500. It employs approximately 65 full time permanent employees, and another 30-40 part time or temporary employees.

Position Summary:

Reporting to the Treasurer, this role will assist the Treasurer to perform the statutory duties of the Municipal Act and other Acts of Legislature as required. This position is responsible for supporting the coordination of municipal accounting activities which include cash management, A/R, A/P, capital assets, budget, tax/water billing and collection, and general ledger account maintenance. This role also manages the accounting information system, monthly and quarterly reporting requirements, and review of financial controls to ensure accounting procedures are within GAAPs and in accordance with statutory requirements. This includes, but is not limited to, ensuring policy compliance, supervising finance department employees, preparing components of the annual budget, managing funding applications projects, coordinating municipal insurance needs, managing capital assets, preparing and submitting annual working documents, managing the Town Hall office, and supporting other departments.

Summary of Position Responsibilities:

- Ensuring policy compliance and maintaining up-to-date policies and procedures.
- Supervising Corporate Services employees including but not limited to approving timesheets and leaves, aiding with any matter that could affect business activity flow, decision-making, and other.
- Supports the Treasurer in the preparation and monitoring of the capital and operating budgets.
- Managing funding projects through filing, claim preparation and submission, verification of accounting, providing proof of agreement compliance to funders, etc.
- Preparing, submitting, and managing applications and reports (government, internal, funding agencies, etc.).
- Coordinating municipal insurance needs (with broker).
- Managing capital assets (in coordination with Asset Coordinator).
- Preparing annual working documents for year-end audit.
- Preparing and submitting annual FIR.
- Reviewing accounting entries and performing journal entries and/or adjustments where needed.
- Responsible for sales and other tax compliance and rebates.
- Managing the Town Hall office (security alarm, janitorial contracts, health & safety, building maintenance requests, and other).

- Providing commissioner signatures.
- Managing banking needs, corporate visas, and Automated Teller Machines (ATM)
- Performing reconciliations (investments, bank, and any other financial reconciliation as needed).
- Managing accounting software and any other municipal software as needed (setting up and modifying user permissions, submitting support cases, etc.).
- Managing official donation receipts (ensuring policy compliance, preparing receipts based on CRA requirements, sending receipts, etc.).
- Supporting Management and staff in all departments (providing coding, setting up cost centers, providing important financial information, addressing concerns, etc.).
- Other projects and duties as assigned.

REQUIREMENTS

- Completion of post-secondary education in business administration, accounting, or other related field or an equivalency in years of experience and education may be considered.
- Working towards CPA designation is an asset not a requirement.
- A minimum of 2-3 years experience in financial activities, preferably in a unionized municipal or public sector setting.
- Demonstrated high level of confidentiality and ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Proficient in Microsoft Office Suite (Word, Excel, and Outlook) and Adobe Acrobat Software at the intermediate level.
- Possesses a valid Ontario class G driver's license and access to a vehicle.

How to apply

Thank you for your interest. We encourage qualified candidates to email their resume and cover letter to HR@cochraneontario.com on or before January 31st, 2025, at 3:00 PM. Please write "Deputy Treasurer" in the subject line.

The Town of Cochrane is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities (AODA). If you need an accommodation during the recruitment and selection process, please call (705) 272-4361.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.