



EMPLOYMENT OPPORTUNITY
The Township of Billings Requires a
Treasurer/Deputy Clerk
Full time 35 Hours per week

Billings Township is a vibrant community where new people are excited to relocate and existing residents are happy to stay because of the sustainable economy, the artistic and cultural diversity, and the beauty of the environment. Billings Township has approximately 500 residents with the population tripling during the summer months.

Reporting to the Clerk/Administrator, the Treasurer/Deputy Clerk will be responsible for financial planning and coordinating all aspects of the Financial Department including financial policy planning, financial controls, accounting systems, risk management and statutory duties as a Treasurer. As the Deputy Clerk this position will provide support to the CAO/Clerk including completing special projects and records management, as well as day to day support including drafting and reviewing correspondence and reports, coordination of meetings and preparation of minutes. This position includes assisting the CAO/Clerk with backup and assistance during the municipal election.

The ideal candidate will have a post-secondary diploma or degree in an accounting related discipline. Experience in municipal accounting, finance and municipal administration an asset. The ideal candidate will have a minimum of five years work experience in an accounting position. A strong knowledge and understanding of Provincial Statutes including the Municipal Act, municipal by-laws and policies and procedures is an asset. Advanced computer skills including through knowledge of Sage, with a proficiency in Microsoft Office, including advanced level Excel. Experience using XLGL is also required. Excellent oral and written communication skills with demonstrated interpersonal, leadership, problem- solving and decision-making skills.

The salary range for this position will be determined based on experience, based on a 35 hour work week. The municipality also offers benefits and an RRSP contribution plan.

The description is available at www.billingstwp.ca. For further information please contact Kathy McDonald at 705-282-2611 ext 223 or by email clerktreasurer@billingstwp.ca

Qualified candidates are invited to submit a letter of interest and resume clearly marked CONFIDENTIAL by Noon on February 28, 2018 to

Kathy McDonald, Clerk Treasurer/CAO
Township of Billings
15 Old Mill Rd
PO Box 34
Kagawong, ON P0P 1J0
Or by email to clerktreasurer@billingstwp.ca