



Employment Opportunity Treasurer / Deputy Clerk

Corporation of the Township of Fauquier-Strickland

The Corporation of the Township of Fauquier-Strickland is currently accepting applications for a Treasurer/Deputy Clerk.

Reporting to the Director of Municipal Services/Clerk, 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 Director of Municipal Services/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 Director of Municipal Service/Clerk with backup and assistance during the municipal election.

Qualifications:

The ideal candidate will have a post-secondary diploma or degree in an accounting related discipline. Experience in municipal accounting, finance and municipal administration is an asset.

The candidate will possess:

- A minimum of four years work experience in an accounting position would be preferable
- A strong knowledge and understanding of Provincial Statutes including the Municipal Act, municipal by-laws, policies and procedures
- Advanced computer skills
- Knowledge of the Vadim i-City financial program would be an asset
- strong typing skills
- must be bilingual (french and english – written and spoken)
- access to a reliable vehicle and possess a valid driver's license
- commit to personal and professional development
- sound organizational, verbal and written skills
- ability to communicate effectively with the public

The Township of Fauquier-Strickland offers a remuneration package including OMERS and an attractive benefits package plan. Salary for this position will be based on experience.

Please submit your resume and cover letter, marked **CONFIDENTIAL TO**:

Nathalie Vachon, Director of Municipal Services/Clerk
Township of Fauquier-Strickland
20 Doyon Street, PO Box 40
Fauquier, ON
P0L 1G0

Email: nvachon@fauquierstrickland.com

The closing date is **May 13, 2022 at 4:00 p.m.** and can be transmitted either by email or in person before the closing time. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

The Township of Fauquier-Strickland is an equal opportunity employer. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Personal information will be used to determine eligibility for potential employment and is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.