

Township of Sioux Narrows – Nestor Falls



Is seeking to hire a

Deputy Clerk/Deputy Treasurer

Full-time permanent position.

\$75,000-\$95,000 annually – plus pension and eligibility to enroll in the Municipality's benefit plan. Training and professional opportunities are available

Primary Duties

Reporting to the Clerk Treasurer and working with the Chief Administrative Officer and Municipal Department Leads, the Deputy Clerk/Deputy Treasurer is responsible for supporting the general record keeping, financial accounting, and reporting functions of the municipality. This will involve ensuring the accuracy and timeliness of financial reports; directing and coordinating the external audit and preparation of the necessary working papers; budgeting and administration of payroll and benefits, and supporting taxation initiatives within the municipality. It will also include supporting the legislated municipal processes around Council, elections, and municipal record keeping. This position is responsible to ensure municipal financial integrity, and to ensure compliance and provincial reporting requirements are met. Other duties as determined by the municipality.

Preferred Qualifications

- Degree or diploma in Accounting
- 3-5 years of experience conducting detailed financial analysis
- 3-5 years of experience with budget preparation and payroll administration
- Demonstrated ability to follow prescribed legislative process
- Previous experience in records management
- Completion of the Municipal Administration program (or willing to complete within 2 years)
- Customer Service training, or significant customer service experience considered an asset.
- Computer skills including use of Microsoft Word, Excel, Email, Internet
- Valid Driver's License.

Detailed job description is available upon request.

To Apply

Please email your resume and cover letter clearly outlining your qualifications for this position to: hgropp@snnf.ca

This position will remain open until filled.

The Township of Sioux Narrows-Nestor Falls is committed to providing accommodation for applicants with disabilities during all stages of the recruitment and selection process. Accommodation is available upon request.