



Employment Opportunity – Deputy Treasurer

Position: Deputy Treasurer

Department: Treasury

Reports To: Treasurer

Status: Full-time, Temporary 1-year Leave Coverage

Pay Band: 9

Wage Scale: \$41.64 – 53.03 (2025 Wage Grid)

of Vacancies: 1

Position Summary:

The Deputy Treasurer supports the Treasurer in managing the Town's financial affairs. This position focuses on core accounting operations, financial reporting, and supervision of the Treasury team. The successful candidate will play a pivotal role in leading the implementation of new integrated financial software encompassing tax, water billing, HR, payroll, accounts payable (AP), accounts receivable (AR), and other modules. They will also contribute to budget processes, year-end activities, and initiatives to enhance financial systems while ensuring compliance with municipal policies and legislation.

We are seeking a motivated and experienced professional to join our Treasury team as Deputy Treasurer on a temporary 1-year contract to cover a maternity leave. This role offers an exciting opportunity to contribute to the financial operations of a growing municipality, including leading a key software implementation project.

Key Responsibilities:

Financial Operations and Reporting

- Perform and oversee monthly bank reconciliations and maintain the general ledger with accuracy.
- Prepare and distribute financial statements, reports, and analyses for management and committees.
- Coordinate grant applications and ensure compliance with reporting requirements.
- Administer HST filings, including reconciliations and monthly remittances.
- Reconcile payments to external entities, such as Boards of Education and the County of Lanark.
- Assist with taxation duties, including tax rate calculations, supplementary transactions, and write-offs.

- Support year-end financial processes, including audits and account reconciliations.
- Monitor budgets and provide financial data for long-term planning and forecasting.
- Oversee accounts receivable, including cost-sharing agreements and interdepartmental allocations.

Supervisory Responsibilities

- Supervise and provide leadership to the Treasury team, including four staff members.
- Oversee day-to-day operations, ensuring accuracy, efficiency, and adherence to internal controls.
- Provide mentorship, training, and performance feedback to team members.
- Troubleshoot and resolve operational challenges within the team.

System Improvements and Strategic Initiatives

- Lead the implementation of new integrated financial software for tax, water billing, HR, payroll, AP, AR, and related modules, collaborating with IT and vendors to ensure successful rollout and training.
- Identify and implement enhancements to financial processes and systems to improve efficiency.
- Collaborate with IT to upgrade or implement software supporting Treasury operations.
- Lead initiatives to align Treasury operations with municipal digital transformation goals.
- Research and implement improvements to grant funding opportunities and workflows.

Budget and Policy Development

- Assist in preparing and monitoring the annual operating and capital budgets, including variance analysis.
- Develop and implement financial policies and procedures in compliance with municipal standards.
- Provide analysis and recommendations on debt management, reserves, and investment strategies.
- Assist the Treasurer with the preparation of reports and presentations for Council and Committees.

- Represent the Treasury department in internal and external meetings as required.
- Maintain up-to-date knowledge of municipal finance trends, standards, and legislation.

Public/Interdepartmental Engagement

- Serve as a resource for departments and external stakeholders regarding financial matters.
- Respond to public inquiries related to taxation and billing in a professional manner.
- Represent the Treasury department in meetings with Council, committees, and external agencies.
- Train staff in financial systems and processes as needed.

Other Duties

- Serve as Acting Treasurer during the Treasurer's absence, assuming full responsibility for departmental operations.
- Assist with special projects, audits, and ad hoc financial analyses as required.
- Stay informed about changes in municipal finance standards and relevant software applications.
- Provide back-up support to other Treasury functions, including reception, tax, and water/sewer billing inquiries when necessary.

The above describes the primary duties; however, municipal work is varied, and the employee may be required to perform additional tasks as directed by the Treasurer.

Qualifications:

Educational Requirements

- Post-secondary degree in Accounting, Finance, Business Administration, or a related field (required).
- Chartered Professional Accountant (CPA) designation or actively working towards completion would be considered an asset.

Experience

- Proven experience in accounting, with a focus on financial operations, year-end processes, and budgeting (required).
- Experience in municipal finance or accounting would be an asset.
- Supervisory experience in a professional environment would be an asset.

- Experience with financial software implementation or system upgrades would be an asset.
- Experience with Microsoft Dynamics would be considered an asset.

Skills and Competencies

- Strong knowledge of accounting principles and Public Sector Accounting Standards (PSAS).
- Proficiency in Microsoft Office Suite, with advanced Excel skills.
- Exceptional analytical, problem-solving, and decision-making abilities.
- Strong interpersonal and communication skills, including the ability to explain complex financial data.
- Proven ability to lead, motivate, and develop a team.
- Highly organized with excellent time management skills, capable of managing multiple priorities.
- Experience leading software implementation projects (e.g., for financial systems) would be an asset.

Working Conditions:

This position requires working 36.25 hours per week in an office environment, with frequent interaction with internal staff, council members, and external stakeholders. Occasional overtime may be required to meet deadlines or complete projects, including during the software implementation phase. Local travel may be necessary for workshops, training, or meetings. The role demands a professional demeanor, high accuracy, and confidentiality.

Benefits:

- Defined benefit pension plan (OMERS)
- Employee and Family Assistance Program (EFAP)

Why Join Us:

- Be part of a supportive and dynamic team in a fast-growing town.
- Opportunities for professional development and career growth.

Application Deadline:

November 28, 2025

How to Apply:

Please send your resume and cover letter to hr@carletonplace.ca.

The Town of Carleton Place is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.