



## Township of McNab/Braeside EMPLOYMENT OPPORTUNITY

### Treasurer

Reporting to the CAO/Clerk, the Treasurer will have the overall responsibility for the Finance Department and the development and implementation of long and short term financial goals and objectives. The Treasurer is a senior management position responsible for providing financial support to committees and Council and will perform the statutory duties of the Municipal Treasurer as defined under the Municipal Act.

#### **Qualifications/Skills:**

- A thorough knowledge of financial, purchasing, accounting and auditing principles and practices, applicable legislation/regulatory standards, investment and debt management, provincial grant processes, property taxation, budget formulation, local government functions and responsibilities.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management and accountability, and flexibility/adaptability.
- Excellent interpersonal verbal and written communications skills to deal with the public and all levels of municipal staff and members of Council on sensitive and confidential matters.
- Ability to work outside regular business hours as required.
- A professional Accounting designation (CA, CGA, CMA) is considered an asset, but not mandatory.

The Township offers a competitive compensation packages based on qualifications and experience, plus benefits and OMERS pension. The position is based on a 35 hour work-week and occasionally involves evening meetings. The Treasurer position is Group 12 of the current compensation grid.

A completed position description is available by contacting the Municipal Office or by visiting the municipal website at [www.mcnabbraeside.com](http://www.mcnabbraeside.com)

Interested and qualified candidates are requested to submit a detailed cover letter and resume marked **CONFIDENTIAL** and quoting “**Treasurer**”, **no later than 4:00 p.m. on July 4, 2025.**

Lindsey Lee, CAO/Clerk  
Township of McNab/Braeside  
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[llee@mcnabbraeside.com](mailto:llee@mcnabbraeside.com)

We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information collected is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act, and shall only be used for candidate selection purposes and determining eligibility for employment.