



Employment Opportunity
Deputy Treasurer (Non-Union)

We invite you to become a part of our vibrant municipal team in Prescott, the historic Fort Town on the St. Lawrence River with convenient access to Ottawa, Montreal, and Toronto.

Duration: Approximately June 3, 2019 to approximately September 28, 2020

Hours: 8:30 a.m. to 4:30 p.m. Monday to Friday

Reports To: Chief Administrative Officer & Treasurer

Position Scope:

The Deputy Treasurer provides assistance in the implementation of financial goals and objectives, as well as the day-to-day financial functions relative to general accounting requirements, human resource, payroll and employee benefit and pension administration. They will also prepare reports and statements, assisting with the annual audit, administers, directs, and organizes the processing of accounts payable.

The ideal candidate will possess the following key qualifications:

- Post-Secondary education in Accounting, Commerce, Finance, Business Administration or equivalent
- Advanced working knowledge of Microsoft Office software applications including Excel, Word, and PowerPoint. Experience using Asyst financial software is considered an asset
- Ability to communicate effectively, liaise with other departments, prioritize tasks, manage deadlines, be detail-oriented and demonstrate critical thinking skills
- Excellent interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff, and to adhere to confidentiality requirements at all times
- Minimum of 3 years' experience of relevant experience
- Thorough knowledge of financial and accounting principles and practices

A job description for this position can be accessed at www.prescott.ca

Please email your detailed resume and covering letter, in confidence, by the closing date to: hr@prescott.ca.

Please indicate competition number 02-2019 and position title in the subject heading.

Closing date: Wednesday, May 15th, 2019 at 4:30 p.m.

We thank all applicants for their interest, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process.