



52 Seguin Street, Parry Sound, Ontario P2A 1B4
Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.parrysound.ca

Director of Finance/Treasurer

2019 salary range: \$100,000 to 130,000 • comprehensive benefits • OMERS Pension

Located amidst the 30,000 islands of Georgian Bay and an easy 2-hour drive north of Toronto, the **Town of Parry Sound**, population 6,500, offers an exceptional quality of life.

As our **Director of Finance**, you are a key member of the municipal leadership team providing strategic advice to Council. You will also perform the statutory and other duties of the Municipal Treasurer as required. This permanent position oversees the management of the Town's financial resources and ensures the efficient and effective management of the finance function and delivery of services.

Responsibilities:

- Provides management reports and financial advice;
- Provides long term financial planning;
- Prepares and monitors budgets;
- Monitors cash flow and manages investments;
- Responsible for annual financial and TCA reporting;
- Manages the overall general accounting functions;
- Recommends and monitors financial policies;
- Ensures that the Corporation's physical assets and buildings are adequately insured and responsible for risk management processes.

Requirements:

- University degree in an applicable discipline and an accounting designation (CPA);
- Demonstrated organizational and interpersonal skills;
- High level computer skills (ie. OPTA, MS Office, Microsoft Dynamics - Diamond Software);
- Working knowledge of the legislation, policies and programs that affect municipal government;
- Ability to initiate, plan and manage concurrent multiple projects; ability to assign tasks and to ensure successful completion of same;
- Good public relations skills, including an appreciation of the need for confidentiality, tact and discretion in a political environment.

A complete job description can be found at www.parrysound.ca

Terms of Application Submission:

Please submit by e-mail only, a cover letter and your resume, with full details of your education, training and experience, by **4 PM on Friday, February 15, 2019** to: Rebecca Johnson, HR Coordinator, Town of Parry Sound; rjohnson@townofparrysound.com.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.