

Assistant Treasurer

Employer:	The Corporation of the Municipality of Huron Shores		
Posted:	5 months ago	Closing Date:	September 25, 2023
ES Job ID:	4295	Location:	Huron Shores
Sector(s):	Office & Administration, Accounting	Duration:	Full Time
Salary:	25.32		

Job Description:

Summary of Position:

Reporting to the Treasurer, this position is responsible for the general ledger maintenance; municipal payroll and assists the Treasurer with accounts payable and other Treasury Department activities of a general accounting nature.

A complete job description and application for employment are available at the Municipal Office and on the website at www.huronshores.ca.

Employee Perks:

- Robust pension package
- Fully paid benefits
- Opportunities for growth, training and leadership
- Employee & Family Assistance Program (EFAP)
- Perkopolis Employee Discount Program

Hours of Work: 35 hours per week (Monday to Friday)

Wage Range: \$25.32 - \$31.67

Required Skills:

- A college diploma in an accounting-related discipline or an acceptable combination of education and related experience;
- Completion of the Municipal Accounting and Finance Program and/or Municipal Tax Administration Program preferred;
- Minimum three (3) years related experience;
- General knowledge of municipal accounting requirements and practices;
- Excellent interpersonal and communication skills (oral and written)
- Excellent level of computer literacy;
- Sound business acumen

How to Apply:

Please submit a Cover Letter, Resume and Application for Employment (found under the job posting at huronshores.ca) no later than 4:00 p.m., Monday, September 25, 2023 to:

Natashia Roberts
CAO/Clerk
Municipality of Huron Shores



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WE'LL HELP YOU FIND IT.**

P.O. Box 460
Iron Bridge, ON P0R 1H0

The Municipality of Huron Shores will make every effort to accommodate applicants with disabilities in its recruitment process. If you are contacted for an interview, please advise us of any accommodation measures you may require during our selection process. Information received relating to accommodation needs will be addressed confidentially.

We thank all applicants for their interest; however 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, 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.

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