



## **Township of Douro Dummer Is Seeking Applications for Temporary Treasurer (6-Month Contract)**

The Township is seeking a **Temporary Treasurer** for a 6-month contract with possibility for extension who will, as part of the Management Team, be responsible for the statutory duties of the Treasurer as defined in the Municipal Act and other Acts of Legislation. In addition, this position is accountable for the financial aspects of Human Resource management and benefit issues; the efficient operation of Municipal computer equipment and software; provides leadership and direction to the staff of the Finance Unit and provides financial and budget advice and expertise to Council and staff.

Qualified applicants will possess the following:

- Post-secondary degree in Business Administration, or equivalency, with specialization in accounting. An accounting designation is an asset.
- Three years related experience in a municipal setting with an additional two years of senior level experience.
- Thorough knowledge of statutory duties as established by Provincial legislation.

The ideal candidate will be a strong performer who can hit the ground running to manage and oversee the work of others, while using initiative and good judgment in carrying out the duties of the position. The person must be flexible and possess excellent organizational and communication skills, both written and verbal. A proven ability to manage several projects simultaneously is a must. The person requires superior interpersonal and leadership skills and must act professionally and ethically in providing service to the public and as a representative of the municipality.

The salary for this position is competitive and will reflect the level of experience of the candidate. This position is 34.5 hours a week for a 6-month contract with the opportunity for a potential extension.

A detailed job description is available on our website [www.dourodummer.on.ca](http://www.dourodummer.on.ca).

Qualified candidates are invited to apply in confidence via cover letter and resume by **12 noon, Monday October 19<sup>th</sup>, 2020:**

Martina Chait-Hartwig, Temporary C.A.O  
Township of Douro Dummer  
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Warsaw, Ontario K0L 3A0  
[martinac@dourodummer.on.ca](mailto:martinac@dourodummer.on.ca)  
705-652-8392 x 210

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process. Applicants submitting a resume containing references are thereby granting the Township of Douro-Dummer permission to check these references.