



Township of Nipigon  
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[www.nipigon.net](http://www.nipigon.net)

**THE CORPORATION OF THE TOWNSHIP OF NIPIGON  
JOB POSTING  
TREASURER**

The Township of Nipigon is seeking applications for the position of Treasurer.

Treasurer Duties

Treasurer-Tax Collector will have the overall responsibility for the Treasury Department and perform the statutory duties of the municipal Treasurer as defined under the *Municipal Act*.

Duties of the Treasurer-Tax Collector includes but not limited to:

- Manage the day-to-day operation of the Treasury Department by providing strong leadership in the areas of municipal finance including general accounting, financial analysis, budgeting, financial reporting, municipal property taxation and capital asset management, Financial Information Returns and year end reporting to government agencies
- Provide strategic financial leadership and recommendations to Council on program financial performance, operating and capital planning and business analysis
- Responsible for the long-term financial planning and fiscal policy; capital, operating and program based budgeting for the Township of Nipigon's tax-supported operations, annual budget monitoring and reporting; tax billing and collection; purchasing policy and processes; and public sector accounting.
- Develop, implement and administer innovative financial management, insurance/risk management procurement and performance measurement policies, systems and programs that ensure sustainable long-term financial health for the municipality.

Qualifications and Experience:

- A professional accounting designation (CA, CGA, CMA), post-secondary education or university degree in Commerce, Finance, Public Administration or Business or a related discipline is an asset
- 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
- Proficiency in all Microsoft Office, financial information systems, experience in ASYST Financial Software.

A competitive salary will be offered. Interested applicants are invited to review the Treasurer-Tax Collector job description on the Township of Nipigon's website at [www.nipigon.net](http://www.nipigon.net) and forward resumes marked "**Confidential**" prior to 12 noon on Friday, February 5th, 2021 by regular mail, personal delivery or email to:

Attention: Kelly Paakkunainen, CAO/Clerk  
Township of Nipigon  
52 Front Street, PO Box 160  
Nipigon, Ontario P0T 2J0  
e-mail: [kellyp@nipigon.net](mailto:kellyp@nipigon.net)