



CORPORATION OF THE TOWNSHIP OF MELANCTHON
EMPLOYMENT OPPORTUNITY
TREASURER/DEPUTY CLERK

The Township of Melancthon is a rural community located in the northwest corner of Dufferin County with a population of approximately 3,000.

The Township of Melancthon is recruiting for a **Treasurer/Deputy Clerk** to fill a vacancy left by a retirement. This is a full-time position.

Reporting to the Chief Administrative Officer, you will execute the statutory duties of the Treasurer/Deputy Clerk and be responsible for ensuring all legislative requirements and principles of sound financial management are met by the municipality and local boards.

The ideal candidate will possess:

- University degree in commerce or business/public administration or hold a recognized professional accounting designation.
- Minimum of five (5) years senior management experience, preferably in a municipal finance or equivalent experience.
- Good understanding of computer technology and its use within a municipal setting. Knowledge of Keystone Complete Software would be an asset.

The Job Description for this position is available on the Township's website www.melancthontownship.ca under Municipal Services, Employment Opportunity.

Hours of Work: 37.5 hours per week, plus overtime in support of operational requirements.

Salary Range (2021): Payband 11 - \$43.46 - \$49.39 per hour, plus comprehensive benefit package and OMERS Pension Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by May 10, 2021 at 4:00 p.m. local time to:

Denise B. Holmes, AMCT, CAO/Clerk
Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6
Email: dholmes@melancthontownship.ca

The Township of Melancthon is an equal opportunity employer. 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 and will only be used for the purposes of candidate selection. If you require an accessible format, please email dholmes@melancthontownship.ca. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.