



## **Director of Finance/Treasurer Township of Tiny, Ontario**

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The Township of Tiny is a thriving municipality, home to 12,000 permanent residents, which increases to over 30,000 residents over the summer months, as a popular destination for cottagers. Our Township is the most northerly township of Simcoe County in the Southern Georgian Bay region of Southern Ontario, occupying most of the Penetanguishene peninsula with a total area of 344 square kilometers and a 70-kilometer coastline on Georgian Bay. The Township skirts the municipalities of Midland and Penetanguishene and embraces the coastline in a sweep around the peninsula and includes the hamlets of Lafontaine, Perkinsfield, Toanche, Wyevale and Wyebridge.

With clear waters, rich forests, abundant snowfall and beautiful coastlines of sandy beaches, the Township is a four-season hidden gem. It is a close-knit community that cares about the environment, about the beautiful beaches and green spaces. We have a rich agricultural and cultural heritage and a quality of life that is unparalleled.

The Township is an environmentally focused, diverse family of communities with a focus on providing an economically sustainable and healthy lifestyle, while maintaining the special charm and rural character of the Township.

### **The Position**

Reporting directly to the Chief Administrative Officer, and as a member of the Senior Management Team, the Director of Finance/Treasurer plays a critical role in driving the overall financial strategy and the financial stewardship of the Township of Tiny. The Director of Finance/Treasurer is an insightful and hands-on finance leader with a view to both short and long-term planning. In addition to exceptional financial acumen, this position will have an ability to support effective operations through the development and management of policies, procedures and programs related to finance, information technology and the Township's Occupational Health and Safety program.

The Director of Finance/Treasurer provides innovative leadership and fosters financial literacy throughout the Corporation, while advancing investment and alternative revenue initiatives and refining financial models to guide in long-term planning. This position leads and oversees the management of the Finance Department, which includes annual budget preparation and reporting processes, annual audited financial statements, general accounting, development fees and financial agreements, property taxation and assessment base management, purchasing and risk management, financial planning and the analysis and management of the Township's investment portfolio. This position also directs the management and operation of the Township's Information Technology services and Occupational Health and Safety program

### **Key Qualifications**

- A relevant post-secondary degree in Public Administration, Finance or Accounting and a professional accounting designation in good standing (Chartered Professional Accountant/Chartered General Accountant).
- Significant demonstrated progressive management experience in municipal government finance including experience working with elected officials.
- Experience leading a range of functions including budgeting, capital planning, financial operations, taxation financial reporting, and procurement.

- Ability to think and act strategically in a political and community service environment, to build a strong and enthusiastic staff team and external alliances/partnerships to align departmental programs/services with corporate goals and objectives.
- Exceptional leadership skills with proven ability to lead, supervise and mentor a team of managers and staff while working towards a common corporate goal.
- Excellent organizational, analytical, research, problem solving and time management skills.
- Excellent interpersonal communication and presentation skills.
- Thorough knowledge working knowledge of all applicable legislation, regulations and government processes related to a municipal finance portfolio.
- Advanced technical literacy with the Microsoft suite of products and proficiency in a range of other computer software applications related to finance, payroll and other corporate productivity software.

The Township of Tiny offers a competitive salary (\$109,200 to \$129,038) and competitive benefit package. Join our community and lead a dedicated team which strives to make Tiny the best place to live, work and play. Visit [www.tiny.ca](http://www.tiny.ca) for a detailed job description. To explore this opportunity, please apply by 12 noon on March 5, 2021 to:

Township of Tiny  
130 Balm Beach Road West  
Tiny, ON L0L 2J0  
Attention: Human Resources Department  
Email: [humanresources@tiny.ca](mailto:humanresources@tiny.ca)

We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected will only be used for candidate selection, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.*