



## **DEPUTY TREASURER/TAX COLLECTOR**

### **The Corporation of the Township of Tay**

---

The Deputy Treasurer/Tax Collector is an integral part of our collaborative Financial Services Team! We are seeking a dynamic, driven individual who thrives in a culture of change and innovation. Our team members are forward thinking collaborators who are driven to innovate and modernize local government. We are looking for adaptability to our growing and evolving Municipality and enthusiasm for making a positive impact on the Corporation and our Community as one.

Tay Township is located on the sunset shores of Georgian Bay. Our communities of Victoria Harbour, Port McNicoll, Waubauskene and Waverley combine the perfect balance of urban and rural households. Tay Township is a four-season destination offering inclusive cultural and recreational activities for all ages.

Reporting to the Manager of Financial Services/Treasurer, or their designate, and working collaboratively with the Leadership Team, the Deputy Treasurer/Tax Collector is responsible for administrative and supervisory services with respect to all Financial Services functions, specifically with respect to payroll, accounts receivable collection, accounts payable and taxation/utility billing and reporting.

The successful candidate will be innovative, inclusive and adaptable and will motivate, develop, empower and engage others. Additionally, they will have a demonstrated track record of effective team building and relationship management skills and a proven ability to establish and maintain effective working relationships across departments, with the public, Staff and Leadership Team.

The position requires the completion of post-secondary education from an accredited educational institution, or equivalent training and/or experience, in Accounting, Business Administration, Commerce or other relevant discipline, a minimum of 5 years of related, progressive work experience, and a minimum of 3 to 5 years of progressive supervisory/management experience, preferably in a municipal or public sector environment. Designation in good standing with a Professional Accounting Association, completion of The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Municipal Accounting and Finance Program, and formal leadership and coaching/mentoring training is considered an asset.

The salary range for this is \$46.18 to \$54.03 per hour with a 35-hour work week. Some overtime is required, including attendance at evening meetings. We also offer a comprehensive pension and benefit package (conditions may apply).

---

**Join our team today and help transform the way local government connects with the community it serves.**

Qualified and interested internal applicants are encouraged to do the following:

1. Reference the complete position description available on the Tay Township website – [www.tay.ca/jobs](http://www.tay.ca/jobs).
2. Submit a cover letter and resume via e-mail by **4:00 p.m., Tuesday, December 28, 2021** to

**Human Resources**

E-mail: HR@Tay.ca

Note: Please reference '***Deputy Treasurer***' at the beginning of the subject line.

**Please note: Applications will be processed on a continuous basis; successful candidate may be selected prior to the posting close date.**

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, will only be used for candidate selection. The Township of Tay is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by the Township of Tay throughout the recruitment, selection and/or assessment process to applicants with disabilities.