



EMPLOYMENT OPPORTUNITY

Accountant/Deputy-Treasurer (Contract Position until June 1st, 2011)

Bring your demonstrated skills and experience in the field of accounting and financial management to the Town of Perth, a community of approximately 6,000 in Lanark County renowned for its heritage architecture and quality of life.

Reporting to the Acting Director of Corporate Services/Treasurer, and responsible for the day-to-day oversight of the Town's financial services, the Accountant/Deputy Treasurer is a key member of the Treasury team. Key responsibilities include:

- Works with senior staff to develop, implement and maintain efficient accounting policy and internal controls.
- Directs the full and part-time Treasury staffing complement.
- Records journal entries and prepares sub-ledgers.
- Oversees the central filing of all financial records, including grants, leases and agreements.
- Plans, sets up and administers accounting systems and provides timely financial reports to Council and staff.
- Provide daily supervision of the AR/AP, utility billing, banking issues, and cash handling functions, including reconciliation.
- Works with Town Directors to coordinate the municipal budget process.
- Prepares reports and statements for review by the Director of Corporate Services/Treasurer and municipal auditor.
- Monitors budget status, tracks deviation reports for Council and meets regularly with Department Heads to review budget variances.
- Prepares and maintains the capital asset tracking system.
- Provides analysis and reporting on financial trends and efficiency issues.

Preference will be given to university or community college graduates majoring in finance or accounting, working towards or possessing a professional accounting designation (e.g. CGA, CMA), or to individuals with a minimum of 5 years accounting experience. Extensive experience in computer spreadsheet design and applications, Microsoft Excel and Word are essential. Demonstrated experience in financial and project analysis, planning, forecasting, reporting, budget modeling and capital planning is an asset, as is familiarity with municipal government funding/reporting.

This is a full-time non-unionized contract position (until June 1st, 2011) offering a competitive salary (2010 rates \$27.25 - \$34.06 per hour). At the end of the term, there is a possibility that the position will be made permanent, including the provision of the Town's standard benefit package. Individuals interested in this position should submit their resume

and covering letter, **no later than 4:30 p.m., Friday, August 20th, 2010**, outlining how their skills and experience match the position requirements, to:

Jan McFadden

Town of Perth, 80 Gore Street East

Perth, Ontario

K7H 1H9

Phone: 267-3311 x 2242

jmcfadden@perth.ca

www.perth.ca

We thank all applicants who apply for the position; however only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001 and will be used only for the purpose of candidate selection.