



## VILLAGE OF POINT EDWARD TREASURER

The Village of Point Edward is located where Lake Huron enters the St. Clair River and is adjacent to the City of Sarnia. It covers approximately 3.3 square kilometers in Southwestern Ontario. The Village has a population of approximately 1,930 engaged, active and progressively independent residents and is home to the Bluewater Bridges, which provide an international crossing for trucks and cars to and from the United States of America.

The Village is seeking applications for a motivated and skilled professional to join our management team as **Treasurer**. The successful candidate will manage and oversee the Finance Department, while working with all Village departments, including Fire, Operations, Environmental Services and Administration.

This role will also assume responsibility for the Village wide Asset Management Plan and will work very closely with the Operations Manager, CAO, colleagues and other Village departments to accurately create the asset management database and ensure timely and accurate updates as required. The Treasurer will work closely with the external auditor to prepare the Financial Statements for the Village.

Knowledge of current legislation and policies and procedures related to Municipal operations are required. The candidate must ensure compliance with current and relevant regulations, programs and policies including, but not limited to, Provincial Maintenance Standards, , Municipal Act, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, Commercial Vehicle Operators Regulations, Technical Standards and Safety Authority, and the Environmental Protection Act. The successful candidate must be familiar with the process of contract administration, tendering and budgeting. The Treasurer must be committed to performance management through their own professional development and that of their team.

The ideal candidate will possess the following skills:

- CPA Designation with a four-year university degree in Business Administration, Accounting, Finance, or equivalent Municipal experience;
- Strong communicator with excellent interpersonal, organizational, leadership, analytical and customer service skills;
- Ability to represent the Village of Point Edward in a professional manner and the capability to communicate effectively with staff, peers, members of Council, suppliers, contractors and the public while expressing ideas and solutions clearly and effectively both verbally and in writing;

- Proven management proficiency and experience leading teams in a unionized environment;
- Excellent writing skills for reports, memos, e-mails plus development of policies and procedures;
- Proficiency in the use of computers including knowledge of Microsoft Office and role specific software applications including Asset Management is required;
- Minimum class G driver's license with excellent driving record

The following qualifications are considered an asset:

- Post secondary education in Public or Business Administration;
- 5 years' experience or more in a municipal senior supervisory position or comparable experience;
- Municipal Work & Asset Management Platform (MESH);
- Knowledge of or familiarity with our unique and "Progressively Independent" Village

The salary range is \$103,289.72 - \$125,048.09 per annum plus a comprehensive and generous benefits package. After hours work may be required to attend emergency calls, weather related issues or meetings.

Qualified candidates are invited to submit a cover letter and resume in confidence by 12:00 noon on April 26, 2024 to:

Jim Burns, Chief Administrative Officer/Clerk  
Village of Point Edward  
135 Kendall Street, Point Edward, ON N7V 4G6  
E-mail: [jburns@villageofpointedward.com](mailto:jburns@villageofpointedward.com)

The Village of Point Edward is an equal opportunity employer and we are committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. This information can be provided to you in a different format, should you require it.

Personal information required by this posting/advertisement is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, Chapter M.56, as amended. The treatment, storage and handling of personal information is guided by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56, as amended and will be used in reviewing applications. Questions about this collection should be directed to the Clerk of the Village of Point Edward, 135 Kendall Street, Point Edward, ON, N7V 4G6. Phone number 519-337- 3021.