



EMPLOYMENT OPPORTUNITY

Director of Finance/Treasurer (18 month Contract)

The Township of Puslinch is seeking an energetic and motivated individual to fill the position of Director of Finance/Treasurer (18 month Contract – maternity leave).

The major responsibilities include:

- Overall financial management of the Township and reporting
- Leadership and management of Budgets, Accounts Receivable and Payables, Taxation and Collection, Payroll and Benefits, Internal Borrowing and Reserves, Asset Management, Insurance, Internal Controls and Purchasing
- Develop and recommend plans, forecasts and strategies to address both short and long term financial objectives of the municipality
- Develop, administer and monitor the Township's annual operating and capital budget
- Identify, establish and implement best practices related to department and corporate activities with a focus on continuous improvement, efficiencies and cost effectiveness.

Qualifications:

- University Degree in Business, Finance, Accounting or other related discipline
- Professional Accounting designation (C.A., C.G.A., C.M.A. or C.P.A)
- Minimum 10 years related experience with five (5) years management experience
- Extensive knowledge of applicable financial legislative requirements
- Strong leadership skills with the ability to influence decisions and effect change
- Superior interpersonal skills including the ability to work effectively in a team environment
- Computer proficiency and knowledge of database applications

The Township offers a competitive compensation and benefits package. Interested applicants are invited to send a detailed resume and cover letter by **no later than 4:30 p.m. Thursday, June 17th, 2015** to the C.A.O./Clerk, Township of Puslinch, 7404 Wellington Rd 34, Guelph, ON N1H 6H9 email: admin@puslinch.ca For a more detailed job description, visit our website at www.puslinch.ca

If you need an accessible format, please email admin@puslinch.ca or call (519) 763-1226 ext. 214. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applicant Information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.