



**PERMANENT FULL-TIME POSITION
TREASURER
(Posting #2023-04)**

2023 Salary Range: Under Compensation Review

Hours: 37.5 per week

The Township of Lanark Highlands is seeking a qualified person to assume the full-time position of Treasurer. Reporting to the CAO/Deputy Clerk, the Treasurer is responsible for the management of the corporate financial services of the Township. The Treasurer will be responsible for the general accounting requirements of the Corporation and manage and co-ordinate the responsibilities of the Finance Department. Provides professional opinions, advice and guidance to the CAO/Deputy Clerk and Council regarding revenue optimization, control of expenditures, purchasing guidelines, investments, short and long-term financing, insurance coverage and asset management. Provide support to the CAO/Deputy Clerk in the administration of the collective agreement and human resource management. Deliver timely and reliable financial information and innovative strategies to ensure the management and delivery of services required to achieve the Township's strategic priorities.

The Township of Lanark Highlands is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the Township's goods, services and facilities. If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

The Township offers competitive remuneration as well as an excellent benefits package and OMERS pension.

A full job description is available at www.lanarkhighlands.ca. If you are interested in this challenging career opportunity, please ensure that we receive your detailed resume and cover letter no later than 4:30 p.m., March 14, 2023.

Township of Lanark Highlands
"Treasurer Posting #2023-04"
75 George Street, P.O. Box 340
Lanark, ON K0G 1K0
E-mail: cao@lanarkhighlands.ca
Fax #: (613) 259-2291

We wish to thank all applicants for their interest. Only those applicants selected for further consideration will be contacted. We are an equal employer. Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the CAO/Deputy Clerk at the above address.