



JOB POSTING — TREASURER

Township of Conmee

Job Description: Reporting to the CAO/Clerk, the Treasurer is a municipal officer appointed by Council, and is responsible for providing leadership and strategic functional direction, advice, and guidance on matters of policy, procedure, or precedent related to financial services; and for fulfilling the responsibilities of Treasurer for the Township of Conmee as set out in the Municipal Act, 2001. Responsibilities of the Treasurer include handling all of the financial affairs of the Municipality on behalf of, and in the manner directed by, Council. Specific responsibilities include financial management and long-term financial planning; accounting, budgets, financial reporting, and supply management; cash and investments; including partnerships with neighbouring municipalities and the Province of Ontario.

For more information on what to expect in the Treasurer role, please see:
https://www.mfoa.on.ca/mfoa/main/pdfs/MFOA_Orientation_Package_2021_11_24.pdf

Complete job description found at <https://www.conmee.com/p/employment>

Qualifications:

- organizational and analytical ability; judgement; tact; public relations and communications skills
- Ability to establish and maintain effective working relationships inside and outside the corporations
- Exhibit a high level of integrity during and after office hours
- Ability to exercise good judgement
- Experience in accounting or bookkeeping
- Committed to continuous education and training
- Driver's license; First Aid & CPR (or willingness to obtain)

Assets:

- College/University training: Finance, Commerce, Business, Accounting, Public Administration
- Formal training and/or relevant responsible experience in municipal administration and finance
- Knowledge of provincial legislation and policy that affects local government

Salary: based on education/experience

Application Deadline: June 7th, 2023

Please submit cover letter and resume to:

Attn: Shara Lavallee, Clerk
19 Holland Rd W.
Kakabeka Falls, Ontario, P0T 1W0

or email conmee@conmee.com





JOB POSTING — DEPUTY CLERK-TREASURER INTERN **Township of Conmee**

Job Description: The intern will work alongside existing municipal staff. As the Deputy, the intern will be authorized to act in lieu of the Clerk or Treasurer when they are unavailable. Duties shall include regular tasks (agenda, minutes, administrative reports, taxpayer questions, etc.) and specialized long-term tasks (records management, policy reviews, maintenance of the Asset Management Plan). The intern shall also assist with the WSIB Health & Safety Small Business study.

Complete job description found at <https://www.conmee.com/p/employment>

Qualifications:

- organizational and analytical ability; judgement; tact; public relations and communications skill; ability to establish and maintain effective working relationships inside and outside the corporation; knowledge of provincial legislation and policy that affects local government.
- Use office computer applications such as word processors and spreadsheets
- Exhibit a high level of integrity during and after office hours.
- Ability to exercise good judgement
- Committed to continuous education and training
- Driver's license; First Aid & CPR (or willingness to obtain)

Assets:

- College/University training: Business, Political Science, Public Administration
- Formal training and/or relevant responsible experience in municipal administration and finance

Candidate Criteria:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed (i.e. District of Thunder Bay)

Contract Length: 52 weeks

Application Deadline: June 7th, 2023

Please mail cover letter and resume to:

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19 Holland Rd W.
Kakabeka Falls, Ontario, P0T 1W0
or email conmee@conmee.com



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

