

EMPLOYMENT OPPORTUNITY

DEPUTY TREASURER (POSTING 2026-18)

TEMPORARY FULL-TIME (approximately 1 year)

The Municipality of Mississippi Mills is located a short drive west of the Nation's Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's, and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

Reporting directly to the Director of Corporate Services, Treasurer, and Deputy CAO, the Deputy Treasurer will oversee the day-to-day operations of the finance team. This key leadership role will contribute significantly to the development of capital and operating budgets, long-term financial planning, year-end financial reporting, and the coordination of annual audits. The successful candidate will also be responsible for maintaining the integrity of the financial system and ensuring compliance with the Municipality's financial policies and procedures.

Annual Salary \$115,762.31 to \$126,783.59

Inclusive of 10% in lieu of benefits

Additional 6% in lieu of vacation will be applied
(based on 40hrs per week)

The ideal candidate will possess:

- ✓ University degree in Accounting, Commerce or Finance
- ✓ Chartered Professional Accountant Designation- CA, CMA or CGA; in good standing with the Institute of Chartered Accountants of Ontario.
- ✓ A minimum of three (3) years' progressively responsible accounting experience including management or supervisory experience, preferably in a municipal setting.
- ✓ Detailed knowledge of the *Municipal Act*, *Development Charges Act*, *Assessment Act*, and other applicable legislation.
- ✓ Demonstrated knowledge of Public Sector Accounting Board (PSAB) accounting standards.
- ✓ Excellent computer skills, including knowledge of Microsoft Office software, financial and asset management, knowledge of Great Plain would be an asset.
- ✓ Demonstrated leadership skills with the ability to coach, motivate, and develop employees and encourage teamwork.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- Professional Development Opportunities
- Flexible Work Arrangements
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed **resumé and cover letter** in confidence to Cyndy Woods, Human Resources at cwoods@mississippimills.ca. The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on September 4, 2026**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills believes that our employees are our greatest strength.

We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups.

If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.