



TOWN OF INGERSOLL

The Town of Ingersoll is currently seeking a:

DEPUTY TREASURER / PAYROLL & BENEFITS ADMINISTRATOR

Closing date Friday January 6th, 2012

Under the direction of the Director of Finance/Treasurer, the Deputy Treasurer/Payroll & Benefit Administrator also acts as Tax Collector by maintaining tax billing and collection systems, deals with the public and carries out related duties, prepares year-end closing and financial statements for taxes; responsible for the administration and maintenance of the municipal payroll and benefits function and, as Deputy Treasurer, performs the duties of Treasurer in his/her absence. This position will be responsible for providing general guidance to three other support staff within the Treasury Department and maintain general work flow. As Tax Collector, you will be responsible for implementing the tax billing and collection system (Diamond) as well as performing all duties and responsibilities associated with property taxes including calculating tax rates, maintaining and updating all property tax accounts. As Payroll & Benefit Administrator, this position reviews all time sheets for submission to third party payroll provider (ADP), maintains and reviews all benefits, processes new employees, terminations; ROE's and issues T-4's. As Deputy Treasurer, this position will assist the Director of Finance/Treasurer in the preparation of annual budgets including inputting and balancing the municipal budget module and will provide back up and support to the Director of Finance/Treasurer.

Minimum Qualifications:

- Community College Diploma focused on finance, business or commerce (preference will be given to an individual who has completed or is enrolled in a program leading to a professional accounting designation) or equivalent combination of education and experience
- At least three years of relevant experience preferably in a government/institutional setting
- Working knowledge of legislation, regulations, policies and procedures that impact municipal government financial operations
- Keyboard efficiency and capacity to operate or quickly learn relevant computer software
- Demonstrated ability to be a team player who is able to establish effective working relationships with fellow employees, and the general public
- Successful completion of the Municipal Tax Administration Program from the Association of Municipal Tax Collectors of Ontario would be an asset.

The Town of Ingersoll offers a competitive salary (\$63,227 to \$75,111) 2011 rate and an excellent benefits package. A more detailed job description is available on our web site at www.ingersoll.ca

To find out more about our great community and the many benefits of joining our team, please apply by January 6th, 2012 to:

Gary K. Seitz, Director of Finance/Treasurer
The Corporation of the Town of Ingersoll
130 Oxford Street, 2nd Floor
Ingersoll, ON N5C 2V5
Fax (519) 485-3543
email gseitz@ingersoll.ca

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of determining eligibility for this competition.