



The Municipality of Trent Hills  
Invites Applications for the Vacant Position of  
**Finance Manager/Deputy Treasurer**

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

Reporting to the Director of Finance/Treasurer, the Finance Manager/Deputy Treasurer oversees the day-to-day financial management cycle, ensuring accounting practices comply with all applicable statutory and regulatory requirements. This role is also responsible for preparing, processing, and verifying all payroll functions, including remittances. The position carries out a broad range of finance-related duties and provides back-up support for other staff as needed. In the capacity of Deputy Treasurer for the Municipality of Trent Hills, the incumbent assumes the statutory responsibilities of the Municipal Treasurer in their absence or as required.

Preference will be given to candidates who possess post-secondary education in accounting or business administration. A minimum of five years' relevant experience, ideally in a municipal environment, is required. The candidate must have knowledge of general ledger, accounts payable, accounts receivable, property taxes, utility billings, payroll and fund accounting in a computerized environment.

The salary range for this vacant 35-hour work week position is \$92,334 - \$108,018. The Municipality offers a competitive and attractive benefit package and enrollment in the OMERS pension plan.

**Work Location:** 66 Front Street South, Campbellford Ontario.

Resumes will be received until **2:00 p.m. on Tuesday, June 23, 2026**. Please send resumes marked "Finance Manager/Deputy Treasurer Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street South  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)  
[www.trenthills.ca](http://www.trenthills.ca)

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.

**Position:** Finance Manager/Deputy Treasurer  
**Department:** Finance  
**Reports to:** Director of Finance/Treasurer



Come for a visit. Stay for a lifestyle.

### **Position Summary:**

Reporting to the Director of Finance/Treasurer, the Finance Manager/Deputy Treasurer oversees the day-to-day financial management cycle, ensuring accounting practices comply with all applicable statutory and regulatory requirements. This role is also responsible for preparing, processing, and verifying all payroll functions, including remittances. The position carries out a broad range of finance-related duties and provides back-up support for other staff as needed. In the capacity of Deputy Treasurer for the Municipality of Trent Hills, the incumbent assumes the statutory responsibilities of the Municipal Treasurer in their absence or as required.

### **Duties and Key Responsibilities:**

#### **Payroll and Benefit Administration**

- Responsible for the review, analysis and data input of all timesheets and completion of payroll in accordance with Collective Agreements, municipal policies and government legislation (i.e. ESA, Ministry of Labour).
- Prepares and submits all payroll related remittances.
- Maintains accurate records of payroll calculations.
- Prepares and submits Record of Employment forms, T4s for employees and related government or other reporting entities (e.g. Canada Revenue Agency, WSIB, Minister of Finance, OMERS, Garnishments, etc.).
- Maintains vacation, overtime and sick leave records and ensures this information is accurate and up to date.
- Benefit Plan Administrator and is responsible for the setup of new hires as required.
- Completes year end payroll process including calculation of taxable benefits, data reconciliation, statutory reporting (CRA, Ontario Finance and WSIB) and issuance of T4s.

#### **Financial Management**

- Prepares working papers for municipal auditors.
- Assists with preparation of the annual municipal budget.
- Prepares various monthly financial management reports for Boards and Committees.
- Assists the Director of Finance/Treasurer with the development, amendment and monitoring of various financial and administrative policies.

- Assists the Director of Finance/Treasurer with monitoring the financial affairs of the Municipality to ensure the budgetary guidelines are maintained.
- Reconciles all municipal bank and trust accounts.
- Administers Corporate Purchase Cards, including issuance, cancellation, and tracking.
- Assists with Grants and Project tracking.
- Prepares journal entries as required.
- Provides back-up for all finance staff, as required, and oversees all day-to-day operations of the finance staff.
- Assists and helps to maintain all Tangible Capital Asset tracking and amortization.
- Reconciles various deposit accounts (planning deposits).
- Assists the Director of Finance/Treasurer with Risk Management.
- Acts as signing authority in absence of the Treasurer.
- Ability to work outside regular business hours when required.
- Assists with various special projects and other related duties as directed by the Director of Finance/Treasurer.

### **Supervisory Responsibilities**

- Provides supervision, training, and guidance to assigned staff.
- Maintains a work environment that promotes staff participation, teamwork and positive employee relations.
- Ensures high standard of work quality and organizational performance.
- Participates in interviewing, selection, hiring, scheduling, training and performance management of staff.

### **Position Qualifications:**

- Post-secondary education in Accounting or Business Administration is required.
- Minimum of five years' relevant experience, ideally in a municipal environment.
- Knowledge of general ledger, accounts payable, accounts receivable, property taxes, utility billings, payroll and fund accounting in a computerized environment.
- Strong working knowledge of legislation, rules, regulations and requirements in the Municipal Act, the Employment Standards Act, Income Tax Act, OMERS Pension Plan, Employee Benefits Plans and Collective Agreements.
- Working knowledge of PSAB Section 3150, Tangible Capital Assets preferred.

- Demonstrated public relations and communication skills. Must ensure a high level of confidentiality, integrity and professionalism, along with superior client service skills at all times.
- Certified Municipal Officer designation or AMCT Diploma in Municipal Administration is considered an asset.
- Completion of the Municipal Tax Administration program is considered an asset.
- Valid Class “G” Driver’s Licence in good standing.
- Valid and satisfactory Criminal Record Check.

**Key Performance Competencies:**


- Ability to work independently and in a team environment.
- Ability to complete tasks that require a high degree of concentration and use of complicated analytical methods.
- Strong organizational skills to manage multiple assignments and meet deadlines.
- Demonstrated computer skills with proficiency using Microsoft Word, Excel and Outlook.
- Strong knowledge of Microsoft Dynamics Great Plains and Diamond Software.
- Willingness to attend training, workshops and seminars as required.
- The ability to analyze and investigate problems and make recommendations for improvements.

**Working Conditions:**

- Work is performed in an office environment.
- Work involves contact with the public, elected officials, other levels of government and a variety of staff relating to a service that is integral to the operation of the municipality.
- Work with frequent interruptions both in person and by telephone.

**Approval and Revision History**

Approved By: Director of Finance/Treasurer

Signature: 

Name: Christina Beaushaw

Date Approved: May 28, 2026

**Employee Acknowledgement**

I acknowledge that I have read and understand the duties and responsibilities of this position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_