

The Town of Perth is currently recruiting for a

DEPUTY TREASURER



Posting Date:	November 26, 2025
Closing Date:	December 11, 2025, at 12 NOON
Salary Range:	\$45.76/hour to \$54.47/hour
Hours of Work:	40
Classification:	Non-union and Pay Panel F1
Status:	Full-time and Permanent

The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

The Opportunity:

Reporting to the Director of Corporate Services/Treasurer, this position is responsible for the administration of financial services, programs, policies and procedures for the Corporation of the Town of Perth fulfilling all statutory requirements of the Deputy Treasurer as outlined in the Municipal Act, 2001 and performs the duties of the Treasurer in their absence.

The Deputy Treasurers responsibilities include preparing corporate and departmental financial reports, coordinating audits and budgets, providing financial guidance to departments, and supervising Finance Division staff.

What you will do:

- Perform statutory duties of Deputy Treasurer
- Perform statutory duties of Treasurer in their absence.
- Assist in managing municipal financial affairs under the Treasurer's direction.
- Ensure compliance with accounting practices, internal controls, PSAB standards, and provincial guidelines.
- Develop, review, and update financial policies and procedures.
- Supervise and provide direction to Finance staff
- Oversee accounts payable/receivable, utility billing, cash handling, and reconciliations.
- Manage corporate credit card program and financial software permissions.
- Prepare journal entries, sub-ledgers, and maintain capital asset tracking.
- Coordinate annual and interim audits; liaise with auditors.
- Prepare financial reports, statements, and by-laws for Council.

The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).

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- Monitor reserve accounts and transactions, support long-term financing and investment strategies.
- Administer Town grants and ensure compliance with reporting requirements through TPON and other.
- Provide accounting support to the BIA.
- Contribute to strategic financial planning and sustainability initiatives.
- Ensure compliance with internal audit standards and risk management practices.

The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list.

What you will need:

- Post-secondary degree/diploma in Accounting, Finance, Economics, Business Administration, or related field.
- Minimum 3 years in municipal finance.
- Advanced computer proficiency, including Microsoft Office Suite and municipal financial systems such as Great Plains, with the ability to manage data uploads, extractions, and prepare complex financial reports.
- Preferred: CPA designation or enrollment

What we are offering:

The Town of Perth is proud to offer the following benefits with this job:

- Employer Matched Pension Program (OMERS)
- Vacation Leave
- Sick Leave
- Benefits including medical, dental and vision

The Next Step:

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

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