



## **Director of Finance / Deputy CAO** **\$115,652 - \$130,146 (2025 Rates)**

The Township of Elizabethtown-Kitley, located in Eastern Ontario within the United Counties of Leeds and Grenville, is a thriving rural community with the added benefit of proximity to urban amenities. The township is just a 20-minute drive from Brockville, with Ottawa and Kingston less than an hour away, and both Toronto and Montreal are only 200 kilometers from our doorstep.

Elizabethtown-Kitley boasts a diverse business landscape, including agriculture, manufacturing, industry, contracting, and tourism. Living here offers a unique experience, with affordable residential options ranging from rural and urban homes to heritage properties, hobby farms, and full agricultural operations.

The Township offers a welcoming environment to relax and enjoy the stunning St. Lawrence River and surrounding lakes, all within a short drive. With a wide range of recreational, educational, and cultural activities available throughout the year, there's something for everyone to enjoy in every season.

### **Your Opportunity to Make a Difference**

As our Director of Finance/Deputy Chief Administrative Officer (CAO), you are an insightful and hands-on finance leader with a view to both short and long-term planning. In addition to your exceptional financial acumen, you have an ability to support effective operations through the development and management of policies, and procedures related to finance and corporate services.

Reporting to the Chief Administrative Officer/Clerk, this position is an essential member of the Senior Management Team. You will play a key strategic role as a steward of our public funds by ensuring that we have an effective financial plan in place to support the evolving needs of our community and to support a range of programs and services. Specific accountabilities include:

- Leading the annual budget process including developing short and long-term capital/operating budget forecasts.
- Preparation of financial statements and reports to Council/Senior Staff including coordination of audits.
- Oversight of other key functions such as GL, FIR completions, monthly operating statements, taxation, municipal revenue and payroll.
- Oversight of provincial and federal grant applications.
- Oversight of risk, insurance, and health benefits.

As Deputy CAO this position will support the CAO with the implementation of Council policy and direction and will support municipal strategic priorities by leading special projects and initiatives. You will act as the CAO in their absence and will complete other duties and responsibilities that may be assigned by the CAO.

## Key Qualifications

- **Management:** Five or more years progressive leadership experience managing a finance function ideally in a municipal or public sector environment.
- **Finance:** At least three years demonstrated audit/finance experience including an understanding of budgeting, capital planning, finance operations, taxation and financial reporting, ideally in a accounting firm or private/public sector environment.
- **Critical Thinking:** Ability to analyze complex issues related to business operations and more specifically the finance portfolio in order to evaluate alternative solutions, develop sound conclusions, recommendations and courses of action.
- **People Leadership:** Leadership and interpersonal skills to supervise a small staff team, provide advice and guidance to all levels including management and Council.
- **Technical Acumen:** Proficiency in a range of finance related computer software applications (i.e. Munisoft, PSD Citywide) as well as the traditional Microsoft suite of products such as Word, Excel, and PowerPoint.
- **Relationship Management:** Ability to establish and maintain effective working relations with Council, private and public stakeholders, staff and the public.
- **Legislation:** Knowledge of applicable legislation, regulations and government processes related to finance portfolio.
- **Interpersonal and Communication Skills:** Excellent interpersonal, financial, project/time management, organizational, analytical, communication, presentation, leadership and supervisory skills.
- **Education:** Post-secondary education in accounting or finance. Completion of a CPA, CA, CMA, CGA or equivalent or is an asset.

### Apply Today via Email

**Deadline:** Friday, June 27, 2025, at 4:00 pm.

**Attention:** Rob Nolan, Chief Administrative Officer at [rnolan@ektwp.ca](mailto:rnolan@ektwp.ca).

### Please note the following anticipated interview dates:

**First Interview:** Friday July 4, 2025

**Second Interview:** Monday July 14, 2025

*All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*