



**THE CORPORATION OF THE CITY OF OWEN SOUND  
Requires a  
DEPUTY TREASURER – TAX COLLECTOR**

The City of Owen Sound requires a motivated professional to assume the responsibilities of Deputy Treasurer-Tax Collector. Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately 2 hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines.



The City of Owen Sound municipal offices are located in the historic downtown of a regional centre located on beautiful Georgian Bay and surrounded by Niagara Escarpment and rural landscapes. Urban convenience is reconciled with balanced lifestyle in this welcoming community. Enjoy the Tom Thomson Art Gallery, theatres, museums, festivals, hiking, biking, skiing and snowshoeing, boating and fishing minutes from your office. The City of Owen Sound is a lower tier municipality within the County of Grey.

Reporting directly to the Director of Corporate Services this position is responsible for the day-to-day oversight of billing and collection of revenues from taxation, utility services and Service Owen Sound. The Deputy Treasurer – Tax Collector will provide expertise in assessment base management and the municipal tax system to assist Council with developing tax policies for the City of Owen Sound. This position is also responsible for water and waste water utility billing and collection as well as other revenue processes and cash collection. The Deputy Treasurer demonstrates inclusive leadership, supports development and functions in a collaborative and communicative

environment. The successful candidate will be a flexible continuous learner with a diploma or equivalent in the field of accounting and/or finance as well as completion of the Municipal Tax Administration Program (MTAP) enroll. An Accounting Designation or actively in progress (CPA or equivalent) is an asset

The applicant must have strong computer skills related to Microsoft Office and experience working with Great Plains / Diamond or similar software would be considered an asset. The ability to build and sustain effective collaborative relationships with the public, government ministries, financial services staff, members of Council and various departments within the Corporation, will be critical to this position as is experience in a finance role within a municipal environment. The annual salary range for this position is \$83,634-\$101,992. The City also offers a comprehensive benefit package and the opportunity for training and continuing education.

Those interested in applying for this position can visit our website at [www.owensound.ca/city-employment](http://www.owensound.ca/city-employment) and forward a cover letter and resume quoting job number 2019-25 to [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. We will accommodate the needs of qualified applicants under the Human Rights Code and the AODA in all aspects of the hiring process, upon request.