



CORPORATION OF THE TOWN OF HEARST

JOB OPPORTUNITY Treasurer

The Town of Hearst is seeking a dynamic, reliable, resourceful and very structured individual for the position of Treasurer.

Main Responsibilities:

- ✓ Perform all duties of municipal Treasurer as defined in the *Municipal Act, 2001* and related legislation;
- ✓ Coordinate the preparation of annual operating and capital budgets, in collaboration with department heads;
- ✓ Supervise the work of employees under his/her responsibility;
- ✓ Execute all Council decisions and policies that have a financial impact;
- ✓ Act as a resource person for all grants, subsidies, and programs available to the Municipality.

Required Skills:

- ✓ University or college degree in accounting; an accounting designation would be an asset;
- ✓ Minimum of 3 years of accounting experience;
- ✓ Pertinent experience in the municipal sector would be an asset;
- ✓ Must demonstrate strong planning and organizational skills;
- ✓ Strong leadership and interpersonal skills;
- ✓ Be flexible and able to manage changes;
- ✓ Bilingualism is essential;
- ✓ Good oral and written communication skills.

Salary:

The salary is established according to classification 16 of the Salary Administration Program and the level of qualifications and experience, which is between \$121,597 and \$138,965 annually. A complete fringe benefits program, including an OMERS pension plan, is offered.

For a detailed job description, consult the Town's website: www.hearst.ca

Interested candidates must submit their application **before 4:00 p.m., Friday, June 26, 2026**, to the following address or by email:

Éric Picard, Chief Administrative Officer
Corporation of the Town of Hearst
925 Alexandra Street
Postal Bag 5 000
Hearst, Ontario PO L 1N0
epicard@hearst.ca

The Corporation of the Town of Hearst is an equal opportunity employer and will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please contact the person named above for any accommodation request.