



JOB POSTING: FIN 26-01

Treasurer

Job Type: Full-Time, Permanent, Non-Union

Pay Band: 16 | between \$121,597 and \$138,965 annually

Date Posted: September 28, 2026

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.

Benefits and Pension Plan

In addition to a stable municipal work environment, this position offers access to a comprehensive employee benefits package upon successful completion of the probationary period. Employees are also enrolled in the OMERS pension plan as of their start date, supporting long-term financial security from day one.

A detailed job description is available on the Town of Hearst website, www.hearst.ca.

Questions regarding the roles and responsibilities of this position can be directed to:

Éric Picard, Chief Administrative Officer, Town of Hearst

Email: epicard@hearst.ca

Interested candidates may submit a cover letter and resume by **4:00 p.m. October 23, 2026**, using the subject line “**(your name) – FIN 26-01**”, to the following address:

Jean-Michel Vachon, Director of Human Resources, Town of Hearst

Email: hr@hearst.ca

The Corporation of the Town of Hearst is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. Accommodations are available upon request for candidates participating in all aspects of the recruitment process. Personal information collected during the recruitment process is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for employment recruitment purposes. We thank all applicants for their interest; however, only those selected for an interview will be contacted.