



TOWN OF DEEP RIVER EMPLOYMENT OPPORTUNITY

DEPUTY TREASURER / HR COORDINATOR (FULL-TIME)

The Town of Deep River is a vibrant & diverse municipality located on the shores of the Ottawa River and the Highway 17 corridor, midway between North Bay and Ottawa. Deep River is filled with history, culture, and natural beauty. From beaches and mountains to a symphony and ski hill, Deep River features an unspoiled, tree-lined valley and back-to-nature environment that attracts visitors and residents from around the world.

Overview

Reporting to the Director of Finance/Treasurer, the Deputy Treasurer is responsible for assisting with overseeing the certain aspects of the Finance Department (accounting, audit, payroll, regulatory reporting, & grants management). In addition to these financial responsibilities this position will look after any finance related human resource tasks, including payroll and benefit administration.

For a full description of the roles & responsibilities please review the job description on the Town's website.

Qualifications

The ideal candidate will possess:

- A post-secondary education in in Business, Finance, Accounting or other related discipline is strongly preferred.
- Successful completion of Chartered Professional Accountants (CPA) designation in good standing, or in the process of obtaining the CPA designation is strongly preferred
- Minimum (5) years or progressive, related, and demonstrated experience.
- Thorough knowledge of financial, accounting, auditing and purchasing principles and practices
- Ability to work independently and in a team environment with a demonstrated ability to be a team player, coach, and mentor, who is able to establish effective working relationships with Council, employees, and the general public
- Experience in the municipal sector & working knowledge of the Municipal Act and related legislation would be an asset
- Completion of, or in the process of completing, AMCTO's Municipal Accounting & Finance Program (MFAP) would be considered an asset
- Previous software experience with Vadim iCity would be an asset
- Previous experience or certifications with respect to payroll and/or other human resources responsibilities would be an asset

Working Conditions:

- Works in an office environment
- Interacts with the public
- Occasional travel out of town required for conferences & meetings

Other:

- This is a Full-time, non-union position based on a 35-hour work week.
- Compensation is in accordance with the Wage Grid adopted by Council and periodically amended
- Benefits are in accordance with Town policies

Please forward your cover letter & resume no later than noon on Wednesday, November 26, 2025 to:

Email: hr@deepriver.ca (in MS Word or PDF format)

The Town of Deep River is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please provide notice in advance to: hr@deepriver.ca

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.