



**Recruitment Package for
the Position of Manager of
Financial Services /
Treasurer**





Welcome!

Dear Potential Candidates,

Thank you for your interest in an upcoming leadership opportunity with the Township of Selwyn. We are initiating this recruitment in anticipation of the planned retirement of our current Manager of Financial Services / Treasurer. This approach will support a smooth transition by allowing for an overlap with the current retiring Manager of Financial Services, facilitating effective knowledge transfer and training, and ensuring continued excellence in the Township's financial management.

The Manager of Financial Services / Treasurer is a key member of the Township's senior management team and is responsible for the administration of financial services, fulfilling the legislated responsibilities of the Treasurer, and providing strategic financial guidance to Council and staff. This role plays a critical part in ensuring fiscal accountability, long-term financial sustainability, and effective stewardship of public resources.

The Township of Selwyn is a progressive, inclusive, and friendly workplace, where employees are committed to delivering innovative, effective, and transparent services that meet and exceed the needs of our community. We recognize that our success depends largely on the talent and dedication of our staff, and as such, we offer competitive compensation, a comprehensive benefits program, and support for ongoing professional development.

We are seeking an experienced and forward-thinking financial professional who is enthusiastic about joining our organization and contributing to a planned leadership transition. This position presents a unique opportunity to help shape the future of financial services in a growing and evolving municipality.

I hope you will find this recruitment package helpful as you consider submitting your application. Should you require additional information, please do not hesitate to contact me or our HR Coordinator, Kim Berry.

Sincerely,

Janice Lavalley

Janice Lavalley
Chief Administrative Officer

Janice Lavalley, C.A.O.
Email: jlavalley@selwynthownship.ca
Phone: 705-292-9507 ext.212

Kim Berry, HR Coordinator
Email: kberry@selwynthownship.ca
Phone: 705-292-9507 ext.244



The Township of Selwyn Invites Applications for the Position of Manager of Financial Services / Treasurer

In anticipation of a planned retirement, the Township of Selwyn is seeking a Manager of Financial Services / Treasurer who will, as part of the Senior Management Team, perform the statutory duties of Treasurer as defined in the Municipal Act and other such Acts or Legislation. This position is responsible for the financial services of the municipality and of all municipal boards and committees and will work with the Management Team to ensure efficient and effective operation of the municipality.

The ideal candidate will possess post-secondary education in accounting or a related discipline, with a professional accounting designation (CPA, CA, CMA or CGA) or equivalent. A minimum of five (5) years of progressively responsible municipal finance experience in a supervisory capacity is required. A Certified Municipal Officer (CMO) and/or Accredited Municipal Treasurer of Ontario (AMCTO) designation would be considered an asset.

The successful individual will demonstrate excellent fiscal management, analytical, organizational, leadership and communication skills, along with a thorough working knowledge of municipal finance, budgeting, asset management, taxation, investments, auditing practices and relevant federal and provincial legislation. Possessing a high level of awareness, the successful individual will collaborate with IT staff on all aspects related to Township computer systems and software management. The ability to manage multiple priorities, meet legislated deadlines, and maintain a high standard of professionalism, confidentiality and public service is essential.

The present salary range for this position is \$125,133 - \$152,235 based on a 40 hour work week.

Qualified candidates are invited to submit an application, consisting of a resume and cover letter, to the undersigned by 12 noon, Monday June 8th, 2026.

Interviews are expected to be conducted the week of June 15th, 2026.

Kim Berry, HR Coordinator
Township of Selwyn
Box 270
Bridgenorth, Ontario
K0L 1H0

Office Location
1310 Centre Line
Phone: 705-292-9507
Email: kberry@selwyntownship.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process.



Recruitment Timeline

Application Period Opens	Monday May 11 th
Application Period Closes	Monday June 8 th @ 12:00PM, 2026
1 st Round Interviews	Week of June 15 th , 2026
2 nd Round Interviews	Week of June 22 nd , 2026
References/Qualifications Check	Week of June 24 th , 2026
Anticipated Start Date	Mid-August 2026

About the Township of Selwyn

The Township of Selwyn is the largest lower-tier municipality in the County of Peterborough. With a population of 18,653 and more than 8,000 households, Selwyn is a large, lively rural community that includes four distinct urban centres: Lakefield, Bridgenorth, Ennismore and Young's Point. Selwyn Township ranks high on the quality-of-life scale. With a broad economic base that includes technology, information services, healthcare, education, retail, finance, and agriculture, it is home to one of Peterborough County's most stable economies.

Unmatched for leisure activity and recreation options, the Township is home to several golf courses, elegant and rustic restaurants, luxurious hotels and resorts, bed and breakfasts, distinctive boutiques, cafes and galleries. The Township offers entertainment and recreation that caters to all ages – students, young professionals, families and retirees. The Township has a variety of options for enjoying the culture; a night out on the town or a fun-filled day of sports and recreation are just minutes away at one of the Kawartha Lakes. Many residents have lake homes and cottages that serve as peaceful getaways. Fishing, boating, water sports and winter sports are popular activities, as is putting your feet up and watching the spectacular sunset.

There are tangible reasons why Selwyn Township is considered a wonderful place to be, and include an overall low crime rate, clean air and water, a great mix of housing types, schools and medical facilities local to the broader community. In summary, Selwyn boasts a sense of community, a focus on families, solid values, and a genuine concern for others. The Township hums with activity and is known for being clean, safe, friendly, and not particularly stressful. In short, it's easy to live, play and work here.

With a combined operating and capital budget of approximately \$28M and close to 100 permanent and part-time staff, the [Township of Selwyn](https://www.selwynthownship.ca) is committed to meeting the needs of residents and the business community by delivering efficient and effective services.



The Township of Selwyn's Strategic Plan

Vision – A pro-active and sustainable community.

Purpose – Leader in advancing effective and efficient municipal services.

Our Values

- Integrity
- Trust & Respect
- Environmental Responsibility
- Professionalism & Accountability
- Inclusivity

Strategic Documents

- [2024 Strategic Plan](#)
- [2025 Report Card](#)

The Benefits of Working with the Township of Selwyn

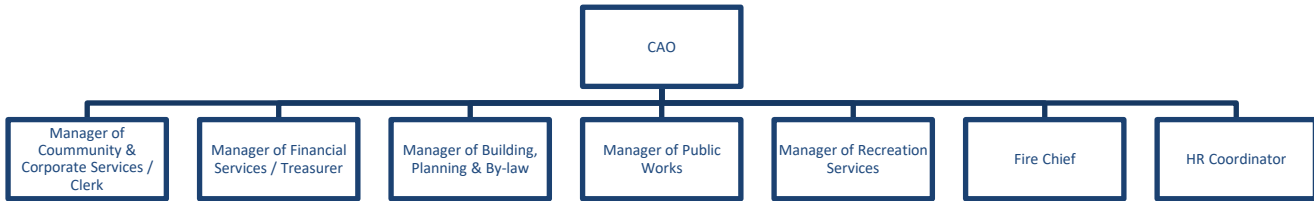
There are many benefits to joining our team!

- Competitive annual salaries
- Comprehensive benefits plan including:
 - Life Insurance
 - Long Term Disability coverage
 - Short Term Disability coverage
 - Accidental Death & Dismemberment coverage
 - Dental benefits
 - Health benefits (including but not limited to):
 - Drug Plan
 - Semi-private accommodation in hospital
 - Audio, Medical Items
 - Professional Services
 - Vision
 - Travel benefits
- OMERS Pension Plan
- Employee Assistance Program (EAP)
- Healthy Lifestyle Benefit
- Professional development and training opportunities
- Focus on employee Work/Life Balance

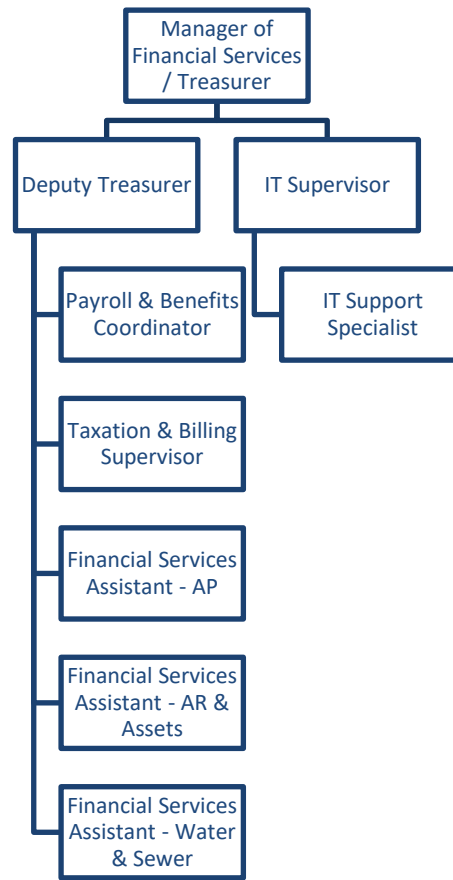


Selwyn Township Organizational Chart

(A full organizational chart is available upon request.)



Finance Department Organizational Chart





Manager of Financial Services / Treasurer Job Description

Job Summary:

To perform the statutory duties of Treasurer as defined in the Municipal Act and other such Acts or Legislation. Responsible for the financial services of the municipality and of all municipal boards and committees. Works with the Management Team to ensure efficient and effective operation of the municipality.

Duties and Responsibilities:

1. Responsible for the accurate recording of the monies received and disbursed, of assets and liabilities and all other accounting and financial transactions of the municipality in accordance with accounting principles generally accepted for Ontario Municipalities.
2. Coordinates, prepares and presents the annual operational and capital budget and five year capital expenditure forecast for budget in consultation with Department Managers and Committees.
3. Responsible for the preparation and maintenance of the Township's asset management program and related databases.
4. Responsible for ensuring the completion of the interim and final audit with the municipal auditor.
5. Responsible for approving purchases in accordance with the municipal Purchasing By-law.
6. Reviews problems with staff and co-workers and provides guidance as to the methods, priorities or other assistance that may be required.
7. Responsible for ensuring the ongoing operation of computer equipment and software. Collaborates with the I.T. Supervisor to ensure the efficient operation of the Townships IT infrastructure including delivery of services, support, system back-up and cyber security.
8. Develops and prepares policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Municipality.
9. Maintains awareness of financial and administrative developments within the Township and County, Provincial and Federal Government legislation and general municipal trends.
10. Prepares cost estimate, tender, quotation and proposal documents as required for consideration by Council, and assists the Management Team with the preparation of the same.
11. Assists the Management Team in the development, coordination, implementation, administration and monitoring of policies, programs and services established by Council.



12. Provides advice and assistance to Council, and its Boards/Committees, C.A.O. and Department Managers regarding financial issues as they may affect municipal operations.
13. Responsible to develop budget guidelines and actively promote budget guidelines approved by Council, in order to meet established timelines.
14. Assists the Management Team in the formulation of applications and documents to secure grants and revenues from other levels of government and various agencies.
15. Responsible for the timely and efficient collection of taxes in accordance with methods and procedures as outlined in the Municipal Act and Municipal By-law.
16. Responsible for the investment of funds of the municipality in accordance with established policies.
17. Produces and maintains any forms, records, reports and correspondence as required.
18. Attends Council, Committee/Board and other meetings, as required. Represents the municipality and/or C.A.O. at various functions or circumstances as required.
19. Completes the duties of Treasurer for the Library Board. Works with the C.E.O. / Chief Librarian to develop the annual Library Services budget, completes related financial reports as required and responds to inquiries from the Library Board.
20. Responsible to maintain an awareness of the legislative requirements with respect to the Township's large municipal residential water treatment system and wastewater treatment system.
21. Recommends to the CAO the appointment, promotion, and dismissal of subordinate employees. Recommends and implements disciplinary action affecting subordinates. Conducts regular performance evaluations and departmental review.
22. Assists the CAO with Township Community Development Opportunities.
23. Assists the CAO in the development and implementation of short and long-range strategies, time sensitive special projects and operating plans for the municipality as approved by Council.
24. Acts as a Commissioner of Oaths for the swearing of affidavits for the benefit of the Corporation and the general public, in the absence of the Clerk.
25. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
26. Responsible to adhere to the Occupational Health and Safety Act and Municipal Health and Safety Policy and to ensure that employees under his/her supervision adhere to the same.



Supervision:

This position requires the incumbent to supervise and direct the work of the personnel assigned to the Finance Department.

Contacts:

Internal: With Council and its Committees to perform the statutory duties of Treasurer and the Management Team and co-workers for the purpose of obtaining and sharing information to complete work assignments.

With the Chief Administrative Officer and all Township departments for the purpose of obtaining and sharing information to complete work assignments.

With the Library Chief Executive Officer and Library Board members for the purpose of obtaining and sharing information to complete work assignments.

External: With various Municipal/Provincial/Federal officials to obtain information on policy, to co-ordinate funding, negotiate grants and to discuss municipal problems and issues and further municipal objectives.

With solicitors, auditors, bankers, insurance companies, suppliers, developers, contractors and consultants to provide and seek information, discuss municipal problems and issues, further municipal objectives and co-ordinate the completion of projects.

With the media.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to a normal office environment. Visual and mental concentration with respect to detail (figures) and visual display terminal. Regularly required to attend meetings outside of normal office hours. Required to travel. Work is subject to many legislated and unyielding deadlines.

Job Knowledge:

Post secondary education in accounting or professional designation (CA, CMA, CGA) or equivalent. Five years municipal finance experience in a supervisory capacity. C.M.O. designation and A.M.T.C. designation preferred.

Excellent knowledge of Federal and Provincial regulations pertaining to and affecting municipalities.

Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).

Excellent organizational, management and communication skills. Proven ability to deal with the public and Council.



Excellent knowledge of personal computers, word processing, spreadsheet and municipal software packages.

Ability to cope with several different requests and subjects simultaneously.

Key Competencies:

- Accountability
- Analytical Thinking
- Communication
- Decision Making
- Fiscal Management
- Leadership
- Organization and Planning
- Strategic Thinking/ Business Acumen

Moving Forward!

We invite qualified and motivated professionals to consider this opportunity to join the Township of Selwyn's senior leadership team during an important and well-planned transition. This role offers the chance to make a meaningful impact on the financial stewardship and long-term sustainability of a dynamic and growing municipality. If you are a collaborative, strategic, and service-oriented municipal finance leader, we encourage you to submit your application and explore how your skills and experience can contribute to Selwyn's continued success.

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