



# The Township of Frontenac Islands

## **EMPLOYMENT OPPORTUNITY**

The Township of Frontenac Islands is located 20 minutes southeast of the City of Kingston within the Thousand Islands Region. The Township of Frontenac Islands is seeking a Full Time Municipal Treasurer.

### **Municipal Treasurer – Permanent, Full Time**

Reporting to the Chief Administrative Officer/Clerk, the Municipal Treasurer is responsible for performing the statutory duties of the Municipal Treasurer as the Chief Financial Officer, with responsibility for overseeing all monetary activities of the municipality. This includes ensuring sound accounting principles in providing, collecting, and managing funds and accounts. In addition, this position is responsible for providing qualified and knowledgeable advice to the Council and Municipal Staff. This includes, but is not limited to, the following:

- Executes all tasks of the Municipal Treasurer as defined in the Municipal Act or relevant legislation;
- Coordinates and prepares the annual operating and capital budget of the municipality in cooperation with municipal department heads and present the proposed budget to the Chief Administrative Officer/Clerk, then, in turn, to the Municipal Council for approval;
- Advises Municipal Department Heads, on a monthly basis, regarding their departmental budget;
- Ensures the validity of Interim or Year-end verification with the Auditor in providing the financial reporting documentation preparatory to the submission of the annual Financial Information Return (FIR) and annual financial statements of the municipality to the Ministry of Municipal Affairs;
- Responsible for the accurate recording of all monies received and disbursed, of assets and liabilities, revenues and expenses and all other accounting and financial transactions of the Township following generally accepted accounting principles for municipalities in Ontario.

Preference will be given to candidates who possess the following:

- Five years of financial/accounting experience with three years in a supervisory capacity;
- A degree or diploma in a discipline such as Accounting, Finance, Commerce, or a related field of study is preferred. However, an

acceptable combination of education, training, and experience will be considered.

- Chartered Professional Accountant (CPA) designation from Chartered Professional Accountants of Ontario is required;
- Advanced computer skills including a thorough knowledge of accounting software and spreadsheet and database management are considered to be assets.
- A good working knowledge of legislation, regulations, policies, and procedures that impact municipal financial operations, including, but not limited to, a working knowledge of Ontario FIR reporting and the Ontario Municipal Act;
- Good knowledge of financial information systems, excellent leadership, communication, analytical, supervisory, organizational, and time management skills, sound judgment, and computer literacy in word processing and spreadsheet application;

For a full job description please visit our website at [www.frontenacislands.ca](http://www.frontenacislands.ca)

**Compensation:**

The existing 2026 Salary Grid range is \$112,590.40 - \$131,705.60 as well as a competitive benefit package.

Please forward your detailed resume with cover letter **by March 27, 2026**, to:

Vanessa Latimer, AMCT  
CAO / Clerk  
Township of Frontenac Islands  
50 Baseline Road,  
Gananoque, ON, K7G 2V6  
Tel. 613-544-6348  
Email: [vlatimer@frontenacislands.ca](mailto:vlatimer@frontenacislands.ca)