



*An opportunity to Join Our Team, where your contributions will make a lasting impact, and your growth supported every step of the way.*

## **DIRECTOR OF CORPORATE SERVICES/TREASURER**

Permanent, Full-Time

Location: 87 John Street South, Aylmer, ON  
Salary Range: **\$124,263–151,042** (currently under review, pending market review results)  
Application Deadline: Tuesday, **September 30, 2025, at 11:59 a.m.**

### **About Us**

At Malahide, we are proud to serve a vibrant community rich in heritage, culture, and deep agricultural roots, being one of seven lower-tiered municipalities within Elgin County in Southwestern Ontario. As an organization, we are committed to delivering exceptional customer service founded on principles of integrity, respect, and teamwork.

Guided by innovation and collaboration, we work together to find better, more effective ways to achieve our goals. Our efforts, in alignment with Council's strategic objectives, ensure that we contribute meaningfully to the growth and success of our community. Join us in making a difference, where your contributions will help shape a thriving and progressive future for the Township of Malahide.

### **The Opportunity**

The Township of Malahide is seeking a strategic and results-driven Director of Corporate Services/Treasurer to join our Senior Leadership Team. Reporting to the CAO, this role provides leadership and financial expertise to guide decision-making, ensure compliance with legislation, and promote organizational excellence.

The Director is responsible for overseeing the Township's Corporate Services Department and managing all financial operations, including budgets, reporting, forecasting, asset management, taxation, payroll, and procurement. The successful candidate will work closely with Council, senior leadership, and external partners to ensure the Township maintains financial sustainability while supporting growth and service delivery.

### **Key Responsibilities**

#### **Administrative & Council Support**

- Attends all Council meetings and prepares reports for all Council meetings and any Committee meetings that have topics related to this position.



- Act as a key resource to Council, the Senior Leadership Team, and staff on all matters pertaining to the Township's financial management.
- Present year-to-date financial reports to Council and stakeholders.
- Actively participate in Senior Leadership Team and departmental staff meetings, contributing financial insights to support strategic and operational decision-making

### **Financial Management**

- Lead the preparation, implementation, and monitoring of the Township's operating and capital budgets.
- Oversee financial planning, forecasting, asset management, and reserve strategies to ensure long-term fiscal sustainability.
- Manage accounting functions, including accounts receivable/payable, payroll and benefits, property taxation, water and sewer billings, and drainage levies.
- Ensure compliance with Municipal Act, Public Sector Accounting Standards (PSAS), and provincial/federal reporting requirements.
- Oversee procurement policies and practices, ensuring compliance with legislative standards and organizational procedures.
- Prepare and present financial statements, reports, and recommendations to Council, committees, and stakeholders.

### **Project Management**

- Lead and support corporate initiatives, studies, and financial reporting projects, including development charges, grant funding, insurance renewals, and financial audits.
- Collaborate with other departments on capital projects, securing funding sources and aligning financial resources with strategic priorities.
- Ensure projects are development within scope, on time, and within approved budgets while maintaining effective risk management practices.

### **People Management**

- Provide leadership and mentorship to Corporate Services staff.
- Conduct performance evaluations, set goals, and support professional development and succession planning within the department.
- Foster a collaborative, respectful, and high-performing team culture that aligns with the Township's values.
- Build and maintain positive relationships with Council, senior management, employees, residents, external partners, ensuring open communication and trust.

### **Health & Safety**



- Promote a culture of safety and ensure compliance with the Occupational Health & Safety Act, Township safety policies, and related regulations.
- Demonstrate leadership in maintaining a safe work environment for staff and ensuring all required training and protective measures are in place.

### **Administration of the Secondary Water Boards**

The Township of Malahide acts as the appointed administrator for the joint boards of the Aylmer Area Secondary Water Supply System and the Port Burwell Area Secondary Water Supply System. In this role, the Director is responsible for:

- Attending all board meetings and prepare reports related to financial matters.
- Leading the preparation, implementation, and monitoring of the boards' operating and capital budgets.
- Overseeing and managing all accounting functions, including accounts receivable/payable, bank reconciliation, year-end auditing and reporting.

### **Qualifications**

#### **Education and Experience:**

- University Degree in Accounting, Business Administration, Commerce, or a related-field.
- Chartered Professional Accountant (CPA) designation.
- Minimum five (5) years of progressive senior management experience in municipal finance or comparable setting.
- Strong understanding of municipal legislation, property taxation, asset management, debt and investment strategies, and funding programs.

#### **Core Competencies** (Aligned with the Township's leadership framework)

- Strategic Leadership – Guides long-term financial planning and aligns with Council priorities.
- Collaboration & Relationship Building – Fosters trust and strong working relationships with internal and external stakeholders.
- Decision-Making & Accountability – Uses data-driven insights to make informed decisions and owns outcomes.
- Innovation & Service Excellence – Continuously seeks ways to improve processes, systems and service delivery.
- Coaching & People Development – Builds strong teams by empowering, developing, and supporting staff



## Why Join Us?

- Competitive salary and benefits package.
- Opportunities for professional development and career growth.
- A supportive, flexible work environment dedicated to community impact.
- Paid vacation and holidays
- Benefits and OMERS Pension.
- Hybrid work option.
- Hours of Work consists of 35 hours per week: Monday to Friday 9:00 to 4:30 pm with half hour (1/2) unpaid lunch. Prescheduled Council meetings occur on 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at 7pm. Other occasionally evenings may be required for additional meetings or to deal with an emergency situation.

[Click to Apply](#)

[Click to visit  
Website](#)

A detailed job description is available upon request by contacting [hr@malahide.ca](mailto:hr@malahide.ca).

Personal information collected will be used to assess career eligibility and will be maintained in accordance with the provisions of *The Municipal Freedom of Information and Protection of Privacy Act*.

The Township will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact the Human Resources Manager.

We thank all applicants, however, only those selected for an interview will be contacted.

Posting Date: September 2, 2025