

We are currently seeking to fill the position of
Chief Administrative Officer (C.A.O.)/Treasurer

Ignace is a township in the Kenora District of Northwestern Ontario, Canada, located at Highway 17 and Secondary Highway 599, and on the Canadian Pacific Railway between Thunder Bay and Kenora and is surrounded by forests, rivers and lakes. Ignace is a small community close to nature yet ready for new developments in forestry and mining.

The Township of Ignace is in search of a Chief Administrative Officer (C.A.O.)/Treasurer who, under the direction of Council, will be the principal advisor to Council. Reporting directly to Council, the C.A.O./Treasurer will have direct and indirect responsibility for all aspects of the township's operations and actions, in accordance with governing legislation and municipal policy.

The successful candidate will be responsible for managing the day to day operations and the human and financial resources of the Township, overseeing policy development and implementation, public relations and communications and corporate and statutory compliance. The ideal candidate will provide strategic leadership to the Township, and will also manage daily operations of service delivery and oversee development projects and economic development initiatives, while ensuring fiscal responsibility.

The C.A.O./Treasurer will possess a post-secondary degree in accounting or related business management or financial field, a professional accounting designation (CPA, CGA or CMA), a minimum of five (5) years in a senior management position, excellent analytical and organizational, leadership and management skills, strong interpersonal communication and public relation skills and a broad knowledge of software applications. A thorough knowledge of legislation and policies affecting local government administration are also required. The ideal candidate should maintain a valid driver's licence and access to the use of a vehicle.

For a copy of the detailed job description, please visit our website at www.town.ignace.on.ca.

Competitive compensation and benefits will be commensurate with experience and qualifications.

If you wish to be considered for this position, please submit a personal resume and cover letter in confidence no later than 4:30 pm on April 3, 2017 to:

Rita Romeo, People & Culture Manager
Grant Thornton LLP
979 Alloy Drive
Thunder Bay, ON P7B 5Z8
Fax: (807) 345-0032
Email: Rita.Romeo@ca.gt.com

We appreciate all submissions. Only those selected for an interview will be contacted.

