

EMPLOYMENT OPPORTUNITY: Secretary-Treasurer

The South Bruce OPP Detachment Board is seeking a Secretary-Treasurer to provide confidential, high-quality administrative and treasury services. This role acts as a key resource and liaison between the Board and its stakeholders, supporting the Board's vision and operations with professionalism and efficiency.

Responsibilities:

The Secretary-Treasurer will:

- Prepare and distribute agendas and minutes for Board and committee meetings
- Attend regular Board meetings and special meetings, as necessary
- Prepare and present the annual budget, including quarterly financial updates
- Develop policies and procedures in alignment with Board governance
- Provide regular financial reporting and monitor budget adherence
- Schedule and coordinate meetings, including venue arrangements, conference planning, and training sessions
- Complete required correspondence, maintain records, and ensure compliance with applicable legislation and Board policies
- Coordinates maintenance of the Board webpage, creating and updating information, as necessary.
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Qualifications:

- Post-secondary education in business, office administration or a related field
- Minimum 5 years of administrative experience directly supporting an executive-level board or oversight body
- Minimum 3 years of municipal or public sector experience in budgeting, financial operations, and reporting would be considered an asset
- Strong organizational, analytical, attention to detail, and communication skills
- Strong time management skills with the ability to manage multiple priorities
- Thorough understanding of relevant legislation, including the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Community Safety and Policing Act, and Accessibility for Ontarians with Disabilities Act (AODA)
- Proficiency in Microsoft Office Suite applications (Word, Excel, PowerPoint) and familiarity with social media platforms
- Availability to attend meetings, conferences, and training events as required

Additional Employment Information:

- Part-time, Contract position until **August 31, 2026** - May be renewed for subsequent terms based on performance and mutual agreement.
- \$30.00 per hour - potential for adjustment based on the successful candidate's experience and qualifications.
- 100 Hours per Year - Weekly hours may fluctuate based on workload

- Position allows for flexible hours and work location - Travel will be required for meetings and training

Qualified candidates are invited to submit a detailed cover letter and resume outlining their qualifications and suitability for the role to hr@kincardine.ca by Applications must be received by **INSERT DATE & TIME**, quoting **“Detachment Board Secretary-Treasurer”** in the subject line.

We appreciate the interest of all applicants, however, only those being considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of candidate selection. Accommodations in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process will be provided upon request.