



## **Employment Opportunity**

### **Asset Management Coordinator - Permanent Full-Time**

### **Finance Department**

Starting Salary: \$85,544  
(Salary Range: \$85,544 to \$100,074)

**Reporting to the Deputy Treasurer / Manager of Finance, this position provides strategic oversight and governance of the Township's Tangible Capital Asset (TCA) recording and reporting framework. The role is accountable for the ongoing monitoring, integrity, and enhancement of the TCA system in accordance with Public Sector Accounting Board (PSAB) Section 3150 and for ensuring corporate-wide compliance with Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure.**

**The incumbent leads the development, maintenance, and valuation of the municipal asset inventory, establishes and updates asset management and accounting policies, and ensures practices evolve in response to legislative, regulatory, and corporate requirements. This position provides high-level financial and asset management analysis to support long-term financial sustainability, capital planning, and informed decision-making by senior management and Council.**

#### **Responsibilities:**

- Administer, coordinate and critically assess the flow of asset management related information between the departments and internal and external partners.
- Oversee the collection and maintenance of all municipal asset inventories including roads, bridges, fleet, facilities and all other tangible capital assets.
- Lead the development, oversight, and ongoing refinement of corporate fixed asset reporting and control practices.
- Provide corporate leadership and collaboration across departments to advance asset management plans and studies.
- Strategic oversight of the asset management working group; revising estimates and assumptions associated with department specific asset management plans, including but not limited to revised lifecycle cost estimates and financing plans.
- Manage the financial analysis of operating and capital budgets to determine lifecycle costs based on current levels of service and proposed levels of service.
- Governance of Township policies and procedures concerning asset management planning to ensure accuracy, ongoing improvement and continued compliance with legislation through research of best practices and emerging trends.
- Develop training materials, and coordinate/communicate these materials through education and training of staff, Council and others related to the Asset Management Program.
- Prepare reports and presentation material as required.
- Lead collaboration with departments in the development, preparation, and ongoing update of the Township's 10-year capital budget requirements.
- Complete capital asset accounting entries according to PSAB 3150 standards, and respond to audit inquiries related to these transactions.
- Ensure new provincial funding support requirements are communicated and being met by the Township and staff.

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).**

- Cross-train Finance staff in areas related to asset management, financial analysis and working with capital budgets.
- Oversee special projects as assigned by the Director or Manager of Finance.
- Assist with year-end audit and other duties as assigned.

**Qualifications:**

- Completion of a bachelor's degree in accounting, business or finance, or a related field.
- Professional accounting designation (Chartered Professional Accountant) in good standing.
- Completion of an asset management certificate program would be considered an asset.
- Possess and maintain a valid Ontario Class "G" Driver's Licence or the ability to attend work-related activities at various sites within the municipality or at other sites within Ontario, and possess a reliable vehicle to do so.

**Experience**

- Three (3) to five (5) years of previous experience in Asset Management.
- Experience in municipal or public sector environments is preferred.

**Skills and Competencies:**

- Advanced analytical, consultative and problem-solving skills with excellent interpersonal and multi-tasking skills.
- Working knowledge of PSD-Citywide, FMW, Microsoft Dynamics Great Plains, and Microsoft Office applications with advanced Excel skills.

Please submit a cover letter and resume clearly outlining how you meet the qualifications of this position no later than 4:30PM on **Tuesday March 10, 2026**, to Valerie Ratchford, Human Resources [resumes@scugog.ca](mailto:resumes@scugog.ca). Should you require accommodation during the application process, please do not hesitate to email Valerie.

This posting is for an existing vacancy. As part of the hiring process, selected applicants will undergo pre-screening and may be required to complete a test. Artificial intelligence is **not** used to screen, assess, or select candidates who apply to this role.

**The successful candidate must provide a satisfactory criminal reference check from a Canadian Police Information Centre.**

We thank all applicants and advise that only those selected for an interview will be contacted.

Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

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