

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

ADMINISTRATIVE DEPARTMENT - EMPLOYMENT OPPORTUNITY

The Township of O'Connor is currently accepting applications for the position of "Deputy Treasurer". The applicant will work under the direction of the Clerk-Treasurer on a full-time basis, a minimum of 32 hours per week – Monday to Friday. Some evening meeting attendance may be required. The position pays \$25 - \$32 per hour based on experience.

The ideal candidate for the position of "Deputy Treasurer" will have a degree in Accounting and Business Administration, be proficient in Microsoft Excel, Word, and Outlook. Experience in municipal finance, payroll administration, working understanding of Ontario's Municipal Act, Employment Standards Act and any other relevant legislation would be an asset.

Job responsibilities will include administration of the Township's municipal tax and financial program (Asyst), Accounts Receivable and Payable, Asset Management, monthly bank reconciliation and preparation of monthly financial reports for Council. Other responsibilities will include, but are not limited to, answering the phone, responding to emails, issuing payment receipts, fielding questions from the general public with regard to property taxation, building permit inquiries, consent applications and cemetery regulations. A full job description for the position is available at the Township Office.

Applicants are invited to submit a detailed resume, indicating qualifications, education, experience and references to: **Lorna Buob, Clerk-Treasurer, by 4 p.m. on Monday, June 10, 2024** at the Township Office, 330 Highway 595, RR #1, Kakabeka Falls, ON P0T 1W0 or by email to twpoconn@tbaytel.net.

We wish to thank all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment purposes only. Council will review submitted resumes at their meeting to be held later that evening.