



JOB POSTING ADMINISTRATIVE ASSISTANT – FINANCE

Tay Valley Township is seeking a full-time Administrative Assistant – Finance. Reporting to the Treasurer, the Administrative Assistant – Finance will be responsible for administering the Township’s cashier operations, preparing large volumes of financial transactions involving payments and accounts receivable for posting to sub and general ledgers, invoice preparation and maintaining and reconciling multi-year security deposit sub-ledgers, among other financial related duties. A detailed job description is available on the Township website at www.tayvalleytwp.ca.

As the preferred candidate you will have attained post-secondary education in office administration and/or the financial field. Successful completion of the Municipal Accounting and Finance Program will be considered an asset. Strong customer service skills, excellent communication skills, strong time management and organizational skills are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel and financial software. Experience in a municipal or financial environment, including an accounting component, cash handling and financial transactions processing and with Great Plains software will be considered an asset.

The wage range is \$24.37 to \$27.08 (2021 rates) per hour, based on a 35 hour work week. A comprehensive benefit package is available to all employees.

Qualified candidates are invited to submit a covering letter and resume clearly marked “**Administrative Assistant - Finance**”, prior to 9:00 a.m., November 15th, 2021, to:

Tay Valley Township
Attn: Acting CAO/Clerk
217 Harper Road
Perth, ON K7H 3C6
or e-mail: clerk@tayvalleytwp.ca

Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.