

CORPORATION OF THE TOWNSHIP OF JOCELYN

EMPLOYMENT OPPORTUNITY - CLERK-TREASURER

The Township of Jocelyn on St. Joseph Island is seeking a dedicated experienced individual for the position of Clerk-Treasurer. This position is the top administrative staff position in the organization and is responsible for coordinating the efficient daily operation of the municipality's administrative office and finances. The right candidate will possess the ability to multitask while providing exceptional customer service and administrative and financial leadership.

This is a full-time position, working 40 hours per week. A complete job description of this position is available at the Township Municipal Office or at <https://jocelyn.ca>

KEY RESPONSIBILITIES

- Perform the administrative and financial statutory duties of Clerk and Treasurer.
- Manage the operating and procurement activities of the municipality and administrative office.
- Focus on financial processing including accounts payable and receivable, payroll, property tax billings, bank reconciliations and deposits, employee benefit programs, etc.
- Operate and Maintain the Township's accounting and financial reporting systems and preparation of the operating and capital budgets
- Provide effective advice and support to Council and the Committees and Boards of the Township.
- Manage local municipal and school board elections in the capacity of Returning Officer.
- Maintain the Township's Asset Management Plan and municipal investments.
- Various duties related to administrating Council meetings, policies, and decisions.

QUALIFICATIONS

- Degree or diploma in Accounting, Finance or Business studies from an accredited college or university, a minimum of three years' experience in a municipal or public sector role, 3 to 5 years accounting experience, or an equivalent combination thereof.
- Completion of AMCTO's Municipal Administration Program (MAP) and Municipal Accounting and Finance Program (MAFP), and Managed Municipality Tax Program experience would be an asset.
- A strong working knowledge of Microsoft Office Suite with superior Excel skills and in-depth knowledge of SAGE Accounting System, IT and telecommunications systems are essential.
- Ability to multi-task, set priorities and handle large work volumes, and to work evenings to attend Council, Committee and Board meetings.
- Excellent oral and written communication and interpersonal skills are a must.

Persons with lesser or partial qualifications may be considered.

REMUNERATION

Salary (Hourly Rate) to be commensurate with the qualifications and experience of the successful candidate. A comprehensive benefits package and OMERS pension plan will also be provided.

HOW TO APPLY

Qualified Candidates are asked to submit a detailed resume and cover letter, no later than December 20, to Carla Beier, Deputy Clerk, Township of Jocelyn, 3670 5th Side Road, R. R. No. 1, Hilton Beach, ON P0R 1G0. Phone: 705-246-2025, Email: admin@jocelyn.ca

We thank all applicants in advance, but only those selected for an interview will be contacted. The Township of Jocelyn is an equal opportunity employer.