



EMPLOYMENT OPPORTUNITY
THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
Requests applications for a
FINANCE CLERK – 18 month contract

Background:

The Township of Lake of Bays is seeking a strongly motivated, well organized individual to administer financial and clerical functions for the finance department and maintain complete and accurate records for general day to day departmental operations as outlined in the Policies, Procedures and Guidelines of the Township and legislative authority.

Responsibilities: (not limited to)

- Deal with telephone and public inquiries and/or direct them to appropriate department.
- Assistant to the tax collector.
- Process tax payments and other receivables.
- Responsible for daily cash receipts.
- Distribute mail correspondence.
- Responsible for the organization and distribution of fax transmissions and email correspondence for the township.
- Assist other finance staff as required.

Qualifications:

- Graduate of a community college diploma in accounting or equivalent.
- Knowledge of: Municipal Act, Tax Sale Process, Assessment related legislation an asset.
- Proficiency in a computerized environment.
- Excellent written and verbal communication and organizational skills.
- Strong ability to deal effectively and courteously with the public.
- Demonstrate assertiveness and problem solving skills in a multi-tasked work environment.
- Valid driver's licence.

This position has an hourly wage range of \$18.62 to \$23.27 (under review).

Qualified applicants are invited to submit a resume in confidence, together with references, by 4:00 p.m. on Friday November 27th, 2009 to:

Township of Lake of Bays
Attention: Lynn Andrews, Deputy Treasurer
1012 Dwight Beach Rd., Dwight, Ont. P0A 1H0
Fax: (705) 635-2132
E-mail: LAndrews@lakeofbays.on.ca
No calls please.

We thank all applicants who apply, but 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* for the purpose of job selection.