

THE TOWNSHIP OF MCKELLAR
requires a permanent full-time
ADMINISTRATIVE/TREASURY ASSISTANT

The successful candidate will assist in the performance of all statutory duties of the offices of the Clerk and Treasurer including preparation of reports, minutes, assisting in municipal elections, accounting functions, tax collection functions and general office duties.

The ideal candidate will have formal training in municipal administration, a post secondary education, excellent oral and written communication skills and experience with computerized accounting and word processing.

A detailed job description is available on the Township website www.township.mckellar.on.ca. Qualified applicants are invited to submit a confidential resume **by 1:00 pm August 25, 2017** to:

Shawn Boggs, AMCT
Clerk Administrator
Township of McKellar
701 Hwy 124, PO Box 69
McKellar, Ontario P0G 1C0
Email: clerk@township.mckellar.on.ca

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