



## TOWNSHIP OF ADMASTON/BROMLEY

### Employment Opportunity

#### **DEPUTY CLERK TREASURER**

The Township of Admaston/Bromley is seeking a Deputy Clerk Treasurer who demonstrates the competencies of Commitment and Perseverance, Communication, Teamwork and Focus on Results.

The primary functions of this position are:

To coordinate the operations of the Finance Department and provide effective and efficient accounting and financial support to Council and the Clerk-Treasurer; to be knowledgeable of and perform the duties and responsibilities of the Deputy Clerk in the absence of the Clerk-Treasurer; to provide secretarial services to the Emergency Management Committee, Water Response Team and other special committees as required as well as occasional onsite support to the Drainage Superintendent and Fence Viewers. A detailed Job Description is available at [www.admastonbromley.com](http://www.admastonbromley.com)

#### **Qualifications:**

- Post-secondary education in Accounting/Bookkeeping or equivalent combination of education and experience.
- Strong interpersonal skills and professional approach with the public and staff
- Working knowledge of legislation, policies & procedures related to tax collection.
- Working knowledge of relevant computer software.
- Demonstrate ability to work independently and as a team
- Willing to enroll in the Municipal Accounting and Finance Program

Compensation \$43,595 - \$56,882 per annum, plus comprehensive benefits package.

Please send your application, including a detailed resume, stating Deputy Clerk Treasurer Position by 4:00 p.m., Friday September 9<sup>th</sup>, 2016 to:

Township of Admaston/Bromley  
477 Stone Road  
RR 2 Renfrew ON K7V 3Z5  
Fax (613) 432-4052  
e-mail [alouis@admastonbromley.com](mailto:alouis@admastonbromley.com)

We thank you for your interest however only those considered for an interview will be contacted.