



TOWNSHIP OF ADMASTON/BROMLEY

Employment Opportunity

Full-Time Finance Clerk

The Township of Admaston/Bromley is accepting letters of application for the position of Finance Clerk. The primary functions of this position are to assist with various treasury and administrative functions, including but not limited to cash receipts, accounts payable, payroll, accounts receivable, budget, variance reporting, filing, provide administrative support to Public Works, Chief Building Official, and the Fire Department and customer service duties.

Qualifications:

- Post Secondary education in business administration / accounting or equivalent;
- Computer literacy is required in accounting systems, word processing and excel / spreadsheet applications;
- Experience with website maintenance;
- Experience with municipal administration will be considered an asset;
- Strong oral, written and interpersonal communication skills;
- Three years experience in a municipal finance department;
- Strong organizational and time management skills with particular attention on providing excellent customer service;
- Adapt to changes in process and systems;
- a Clear Criminal Reference Check.

Compensation \$47,802 - \$56,238 per annum, plus comprehensive benefits package. 35 hours/week – Monday to Friday.

A more comprehensive job description found on the Township's website www.admastonbromley.com

Please send your application, including a detailed resume, stating: Finance Clerk by 3:00 p.m., Tuesday, November 21st, 2023 to:

Township of Admaston/Bromley
477 Stone Road
Renfrew ON K7V 3Z5
Fax (613) 432-4052
e-mail cao@admastonbromley.com

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

The Township of Admaston/Bromley is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Township of Admaston/Bromley will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.