



## **THE TOWNSHIP OF PERTH SOUTH**

### **PERMANENT, FULL TIME FINANCE/TAX CLERK**

The Township of Perth South is seeking an energetic and self-motivated Finance/Tax Clerk who would be available to work on a permanent full time basis. Reporting to the Chief Administrative Officer/Treasurer, applicants will be experienced with cash handling, payment processing, invoice billing, collection of receivables, and ability to complete various financial reports and analysis. The Finance/Tax Clerk may be required to perform other duties within the Treasury/Administration Department, along with other miscellaneous duties from time to time.

Applicants must have a post-secondary education in the field of accounting and experience in a computerized accounting office environment. Enrolment in or completion of Municipal Tax Administration Program would be considered an asset. This position works Monday to Friday from 8:30 to 4:30. Further details are available on the website [www.perthsouth.ca](http://www.perthsouth.ca) or by emailing [rclothier@perthsouth.ca](mailto:rclothier@perthsouth.ca)

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

Interested candidates are invited to submit a detailed resume expressing their interest to the undersigned clearly marked as "Finance/Tax Clerk" by Monday, May 8<sup>th</sup>, 2023.

Rebecca Clothier  
Township of Perth South  
3191 Road 122  
St. Pauls, ON N0K 1V0

E-mail - [rclothier@perthsouth.ca](mailto:rclothier@perthsouth.ca)

Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.