



THE TOWNSHIP OF PERTH SOUTH

TEMPORARY, FULL TIME FINANCE/TAX CLERK (UP TO 18 MONTHS)

The Township of Perth South is seeking an energetic and self-motivated Finance/Tax Clerk who would be available to work on a full time basis for a temporary period, up to 18 months. Reporting to the Administrator/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 and experience in the field of accounting. Enrolment in or completion of the 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 or by emailing 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 September 28th 2020.

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

E-mail - 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.