



CORPORATION OF THE TOWNSHIP OF HILTON
Employment Opportunity
TEMPORARY DEPUTY CLERK-TREASURER

The Township of Hilton on St. Joseph Island is seeking an experienced individual for the temporary full-time position of Deputy Clerk-Treasurer (DCT).

Salary Range: \$24.45 - \$31.93

DUTIES:

- Assist the Clerk-Treasurer in fulfilling financial and administrative statutory duties.
- Provides front desk reception including telephone and email
- Assists with bookkeeping duties including accounts payable and receivable, property tax billings, bank reconciliations, deposits, etc.
- Provide support to the Clerk-Treasurer in various duties related to administrating Council meetings and research for various issues
- Performs other related duties as assigned by the Clerk-Treasurer.

QUALIFICATIONS (preferred)

- Post-secondary diploma or degree in Accounting, Finance or Business Administration or related combination of education and experience
- Successful completion of the AMCTO Municipal Accounting and Finance Program (MAFP) and Municipal Administration Program (MAP) would be considered an asset
- Municipal experience with a minimum of 3 years of accounting
- Proficiency in computer operations including Word, Excel, Outlook, SAGE Accounting and The Managed Municipality Tax Program
- Excellent oral and written communication and interpersonal skills to interact with staff, Council, senior government officials and local residents
- Ability to work evenings for Council and/or Board Meetings if requested

REMUNERATION

- Benefits, OMERS Pension and Salary to be commensurate with the qualifications and experience of the successful candidate.
- This is a full-time temporary position working 40 hours per week

A complete Job Description is available at www.hiltontownship.ca.

Qualified Candidates are asked to submit a detailed resume and cover letter by no later than **Thursday, September 26, 2023 at 4:00 pm.**

Please email your cover letter and resume to:

Sara Dinsdale, Acting Clerk-Treasurer

admin@hiltontownship.ca

Using the Subject Line “**Temporary Deputy Clerk Treasurer**”

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Candidates are encouraged to advise us of any accommodation measures you may require during the selection process. Information received relating to accommodation needs will be addressed confidentially. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of candidate selection.