



JOB OPPORTUNITY – Temporary Full-Time, with the possibility of Casual/Part-Time

The Corporation of the Town of Spanish is seeking an individual to join its' municipal team. The successful applicant will report to the CAO and provide administrative support services to all departments. The ability to work in a fast-paced environment, with frequent shifting of priorities is essential.

Required skills:

- Applicants must have prior experience in Office Procedures.
- Accounting, including Accounts Receivable, Accounts Payable, Cash Receipting, Daily Deposits, Bank Reconciliation
- Must have Excellent Organizational and Interpersonal Skills, Written and Oral Communications.
- Knowledge and Skill of Computer Programs – Word, Excel, Accounting Software
- Bilingualism would be an asset
- Some Evening Work will be Required

Rate of Pay: Starting at \$16.26

Please submit a job-related resume, along with a cover letter by 4:00 p.m. on October 30, 2020 to:

Pam Lortie, CAO
Town of Spanish
P.O. Box 70

Spanish, ON POP 2A0

Email: pamlortie@townofspanish.com

Phone: (705)844-2300 Fax: (705)844-2622