

Corporation of the Town of Spanish
Employment Opportunity

Receptionist/ Accounting Clerk

Applicants should submit their cover letter and resume to the attention of Pam Lortie, CAO/Clerk-Treasurer at the email address provided below **no later than 4:00 PM, Friday, November 25th, 2022**. An emphasis on relevant experience/training and three references should be included with your application. (A satisfactory CPIC report will be required of the successful candidate).

This position will be Monday to Friday, 10am – 3pm for (**25 hours per week**), and reports to the CAO/Clerk Treasurer.

Without limiting the requirements of the position, the successful candidate will be expected to;

- Have strong organizational skills and the ability to multi-task effectively;
- Communicate information clearly and professionally;
- Use various word processing applications and prepare a variety of documents;
- Update and maintain the Municipal website;
- Act as a recording secretary to boards or committees as assigned by the CAO/Clerk-Treasurer;
- Responds to counter enquiries; giving out factual information related to a variety of topics such as building, zoning, lottery schemes, billing, marina, leases and the water system; resolves problems and accepts payments
- Act as Bookkeeper/Administrative Assistant to prepare the municipal payroll which includes payment processing, balancing and distribution;
- Perform other tasks as assigned by management;
- Comply with Corporation policies and procedures;

Experience in Accounting will be considered an asset.

Compensation commensurate upon experience. This position is eligible for a **benefits package and OMERS pension**.

Submit cover letter and resume via email to: Pam Lortie, CAO/Clerk - Treasurer at:
pamlortie@townofspanish.com