

Employment Opportunity
Township of McNab/Braeside
Cashier/Receptionist (Full Time, Permanent)

Job Overview – Cashier-Receptionist

The **Township of McNab/Braeside** is seeking a highly organized and customer-focused **Cashier-Receptionist** to join our **Finance Department**. This position is the first point of contact for visitors and is responsible for front-line customer service, processing municipal payments, and providing administrative and financial support.

Key responsibilities include:

- Greeting and assisting the public professionally and courteously
- Processing payments for taxes, permits, and other fees
- Providing reception and administrative support



Location: Municipal Office



Posting Date: June 17, 2025



Deadline to Apply: June 27, 2025



Job Type: Full-Time | Non-Union | Compensation Group 3 2025 Grid Bylaw 2025-45

Qualifications:

- Secondary school diploma (post-secondary in office/business administration an asset)
- Minimum 4 years' experience in reception and accounts payable
- Strong communication and computer skills (Microsoft Office; iCity is an asset)
- Experience in a municipal or public-sector setting is preferred



Apply by email with a resume and cover letter to:

Lindsey Lee, CAO-Clerk – llee@mcnabbraeside.com

Full job description is available on the Township website. The Township is an equal opportunity employer. Accommodations available upon request.

We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes and determining eligibility for employment.