

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

Under the direction of the Treasurer, the Cashier/Receptionist performs accounting duties related to cashier, taxation, accounts payable, payroll and benefits, accounts receivable, and various receptionist duties including answering the phone and greeting visitors while maintaining strong organizational and time management skills and demonstrating a commitment to customer service excellence.

Qualifications/Skills:

- Post-secondary education in accounting, business, finance or equivalent combination of education or experience.
- Excellent oral, written and interpersonal communication skills are essential.
- Excellent organizational and time management skills to handle heavy workloads and to meet rigid deadlines.
- Previous experience in accounts payable and/or payroll preparation and/or other finance-related duties is essential.
- Previous experience with computerized accounting systems and MS Office (Word, Excel) is essential.
- Previous experience in a municipal environment would be an asset.
- Previous experience with Vadim iCity financial system software would be an asset.
- Municipal Tax Administration Program and/or Municipal Financial Administration Certificate would be an asset.

The Township offers a competitive compensation package based on qualifications and experience plus benefits including participation in the OMERS pension plan. The position is based on a 35 hour work week.

A complete job description is available by visiting www.mcnabbraeside.com.

Interested and qualified candidates are requested to submit a detailed cover letter and resume quoting "Cashier/Receptionist" **no later than 1:00 p.m. on Thursday, April 25, 2024** to:

Lindsey Lee, CAO/Clerk
Township of McNab/Braeside
2473 Russett Drive
Arnprior, ON K7S 3G8
llee@mcnabbraeside.com

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.