



EMPLOYMENT OPPORTUNITY

TREASURER/DEPUTY- CLERK

The Township of Carlow/Mayo is seeking a qualified individual to fill the full-time management position of Treasurer/Deputy Clerk.

The Township of Carlow/Mayo is a small rural municipality located in the northern part of Hastings County with a population under 1000.

Reporting to Clerk-Administrator, the successful candidate will be responsible for the control of income and expenditures related to the financial operation of the Township of Carlow/Mayo. This position entails a wide variety of responsibilities, in accordance with The Municipal Act and other relevant legislation. The successful candidate will co-ordinate, lead and direct the financial affairs of the municipality in accordance with the by-laws, policies and procedures established and approved by Council. As Deputy-Clerk you will carry out the duties of the Clerk-Administrator in their absence, including but not limited to handling customer complaints, conducting Council meetings, preparing agendas, minutes and by-laws. A full job description is available by contacting the municipal office listed below.

The preferred candidate should have a post-secondary education or university degree in Accounting or Business Administration. Completion of or willingness to complete the Municipal Accounting & Finance Program and the Municipal Administration Program through AMCTO as well as a minimum of five (5) years' experience in municipal government preferably at a management level. Excellent organizational, public relations, verbal and written skills, together with proficiency in computer programs are a requirement for the successful candidate.

Hourly rate to be negotiated based on education and experience.

Qualified candidates are invited to submit a cover letter and resume in confidence by 12:00 noon on May 10, 2021 to:

Arlene Cox
Clerk Administrator
Township of Carlow/Mayo
3987 Boulter Road,
Boulter, Ontario, K0L 1G0
Tel: (613) 332-1760; Fax: (613) 332-2175; Email: clerk@carlowmayo.ca

The Township of Carlow/Mayo is an Equal Opportunity Employer. We thank all applicants for their interest however only those selected for an interview will be contacted.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Municipal Clerk.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act personal information is collected and will only be used for the purpose of candidate selection.