



Taxation & Accounting Clerk

The Corporation of the Township of Rideau Lakes, a rural community, with several Hamlets/Villages, and with a permanent population of 10,089 located in the United Counties of Leeds & Grenville is seeking an individual to fill the position of **Taxation & Accounting Clerk**.

Reporting to the Deputy Treasurer, the successful candidate will be responsible for all duties associated with property taxation including assisting in the preparation of property tax bills for distribution, maintain the property assessment and taxation database, respond to property taxation inquiries and receive and process property tax payments. Other accounting duties include the accounts payable function and payroll.

Qualifications:

- Post-secondary degree or diploma in business administration or accounting; a combination of education and practical experience may be considered;
- Must possess a high degree of knowledge of bookkeeping procedures and accounting practices, as well as their application to a system of general accounts;
- Proficiency using Microsoft Word, Outlook, iCity, with a high level of expertise in using Microsoft Excel;
- Must possess experience in the handling of high volumes of cash and related accounting records;
- Front-line customer service experience and experience dealing with the public; experience multi-tasking in a busy office environment; and experience with Microsoft Office are required. Additionally, the incumbent will be required to make arithmetical computations with accuracy and attention to detail;
- Pleasant and courteous manner when communicating with the public or staff;
- Completion of, or enrollment in, the AMCTO Municipal Accounting and Finance Program is considered an asset;
- Knowledge of the Municipal Act as it relates to property taxation is an asset.
- The ability to prioritize workload and meet deadlines.

Salary will be commensurate with experience and qualifications. The Township has a comprehensive benefit package.

Covering letters and resumes outlining education, qualifications, and experience will be received by the undersigned up to 4:00 p.m. on April 20th, 2018 sealed in a clearly marked envelope indicating its contents. Correspondence may also be emailed to the address noted below.

Dave Schur, Deputy Treasurer
Township of Rideau Lakes
1439 County Road 8, Delta, On. K0E 1G0
Dave@twprideaulakes.on.ca

We thank all applicants for their interest; however, only candidates to be interviewed will be contacted.

Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of candidate selection.