



EMPLOYMENT OPPORTUNITY: DEPUTY-CLERK TREASURER

The Village of Hilton Beach is accepting applications for a Deputy-Clerk Treasurer. The Deputy Clerk-Treasurer reports to the Clerk-Treasurer and is responsible for assisting the Clerk in managing the day-to-day administrative and financial operations of the Village.

Qualified applicants are invited to submit a letter of interest and resume by 4 p.m. November 1st to:

Myra Eddy, Clerk-Treasurer
clerk@hiltonbeach.com

Village of Hilton Beach
3100 Bowker Street, P.O. Box 25
Hilton Beach, ON P0R 1G0

A complete job description is available at www.hiltonbeach.com or at the Municipal Office. This opportunity maybe supported by Northern Ontario Heritage Fund Corporation through the Workforce Development Program. See eligibility requirements at <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>



The Village of Hilton Beach is an equal opportunity employer. We thank all applicants for their interest, however only candidates selected for an interview will be co

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Permanent full time

Benefits: OMERS Pension and Extended Health Benefits

Closing Date: November 1st, 2024 at 4:00 p.m.



Position Overview:

The Deputy Clerk-Treasurer reports to the Clerk-Treasurer and is responsible for assisting the Clerk in managing the day-to-day administrative and financial operations of the Village. They are also required to perform all statutory duties of the Clerk in their absence.

Responsibilities:

- Maintains friendly relations with the public while dealing with inquiries and complaints on a regular basis.
- Provides front desk reception including in person, by telephone and by email.
- Processes payments and prepares bank deposits.
- Assists with accounting duties such as data entry, cash balancing, and bank reconciliations.
- Responsible for updating the municipal web site and social media accounts.
- Assists with ON1Call for locates.
- To be secretary/treasurer to the Village's Recreation with organizing the Village's special events. This accounts for a significant portion of the spring and summer duties.
- Assists with marina accounting including processing cash register transactions, invoicing, and tracking and collecting arrears.
- Assists with the preparation and management of Municipal and School Board elections in accordance with applicable legislation.
- Performs other related duties as assigned by the Clerk-Treasurer.

Education, Qualifications, and Experience:

- Degree or Diploma in Business Administration, Public Administration, Accounting, or equivalent work experience.
- Strong interpersonal and customer service skills and the ability to communicate effectively with staff, Council, and the public.
- Proficient in Microsoft Office and SAGE Accounting software. In depth knowledge of Excel is considered an asset. A strong understanding of accounting process is a must.
- Strong communication skills.
- Experience managing website and social media content would be considered an asset.
- Ability to maintain confidentiality in correspondence and safekeeping of documentation.
- Ability to work independently while able to complete assigned tasks accurately, efficiently and within scheduled timeframes.
- The ideal candidate would be organized, friendly, and possess a calm demeanor.

If you do not have Municipal experience but feel you have the qualifications we are looking for, you are encouraged to apply. Particularly if you are starting a new career, just out of school, or underemployed.

Please forward your resume and cover letter to clerk@hiltonbeach.com. Only those selected for an interview will be contacted.