



Finance/Receptionist Clerk

The Township of Greater Madawaska is inviting applications from qualified candidates to fill the full-time position of Finance/Receptionist Clerk. This position will report directly to the Treasurer-Deputy CAO/Clerk and provide effective and efficient administrative support to the Administrative Office. Provide various receptionist duties including typing, filing, answering telephone inquiries or transferring calls to appropriate staff. Responsible for cash receipting duties and accounts payable processing.

The ideal candidate will possess the following qualifications:

- Post Secondary Secretarial or Office Administration diploma with high efficiency in word processing, or equivalent receptionist experience.
- Previous experience at a senior secretarial level.
- Computer experience is essential.
- High level of initiative and ability to work independently with little or no supervision.
- Strong interpersonal skills combined with excellent oral and written communication skills.
- Approximately 1 year progressive office administration experience, ideally including reception

The salary range for this position is \$41,544 to \$48,876 based on a 35-hour work week (8:30am – 4:00pm), includes a comprehensive benefit plan and opportunity for a flex time schedule.

Submission Deadline: Interested candidates are invited to submit a resume and covering letter, to be received no later than 3:00 p.m. on Wednesday April 27, 2022, to:

Jessica Schroder
Finance and Human Resources Administrator
Corporation of the Township of Greater Madawaska
19 Parnell Street, P.O. Box 180
Calabogie, ON K0J 1H0
Fax: 613-752-2617
Email: finance@greatermadawaska.com

The Township of Greater Madawaska is an equal opportunity employer. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Township will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Township of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.