

Deputy Clerk-Treasurer

Employer: Village of Hilton Beach
Posted: 12 months ago
ES Job ID: 14042
Sector(s): Accounting, Office & Administration

Closing Date: March 27, 2023
Location: Hilton Beach
Duration: N/A

Job Description:

EMPLOYMENT OPPORTUNITY: DEPUTY CLERK-TREASURER

Permanent full time: 35 hours/week

Wage: \$23-\$25/hour

Benefits: OMERS Pension and Extended Health Benefits

Closing Date: March 27th, 2023 at 4:00 pm

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
- Responsible for organizing the Village's 4-5 annual 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

Required Skills:

Education, Qualifications, and Experience:

- Degree or Diploma in Business Administration, Public Administration, Accounting, or equivalent work experience
- Strong interpersonal and customer services 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



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- 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

Requirements:

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:
<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

How to Apply:

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 jillian@hiltonbeach.com
Only those selected for an interview will be contacted

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