



EMPLOYMENT OPPORTUNITY TAX AND WATER CLERK

The Municipality of Mississippi Mills is seeking applications from qualified individuals for the position of TAX AND WATER CLERK. This position is permanent full-time for 40 hours/week at an annual salary range of \$53,178 to \$65,370, with professional development opportunities and a comprehensive benefits package.

Under the direction of the Treasurer and Deputy Treasurer, the Tax and Water Clerk coordinates the administration of tax and water billing in alignment with the Municipal Act and Municipality of Mississippi Mills By-Laws.

The ideal candidate will have, at minimum, a diploma in business, accounting or a related field (a post-secondary degree is an asset), completion of the Municipal Tax Administration program (or willingness to obtain) and a minimum of three (3) years progressive experience in municipal financial management with at least 1 year tax and water experience. The candidate should be highly proficient with computer systems, including the MS Office and Great Plains/Dynamics suite, and have strong organization, communications, and interpersonal skills. The candidate must be able to work on site at the Municipal Office in Almonte, Ontario.

This is an exciting opportunity to join a growing organization and help shape and modernize it for the future.

For a detailed job description, please check the Mississippi Mills website under Jobs at www.mississippimills.ca/en/municipal-hall/jobs.aspx

Qualified candidates are invited to submit a detailed resume and cover letter in confidence to trisatti@mississippimills.ca. The email subject line should include your last name and position you're applying for (Tax and Water Clerk) no later than **12 o'clock noon on Friday, September 30, 2022.**

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.