

**EMPLOYMENT OPPORTUNITY
TAX & WATER CLERK
TEMPORARY FULL-TIME (18 months)
POSTING 2026-04**

The Municipality of Mississippi Mills is located a short drive west of the Nations Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well renowned for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

We are seeking a **temporary full-time Tax & Water Clerk** to join our Corporate Services team. Reporting to the Deputy Treasurer, the Tax & Water Clerk is responsible for coordinating the administration of tax and water billing operations under the direction of the Treasurer and Deputy Treasurer. This role maintains property assessment and tax databases in alignment with MPAC requirements and provides front-line customer service to residents, property owners, lawyers, and developers regarding property tax and water billing matters. As an integral member of the Finance team, the Tax & Water Clerk collaborates with colleagues and supports cross-functional initiatives to ensure efficient and effective service delivery.

***Hourly rate of \$34.47 - \$42.36 (Plus 6% in lieu of vacation)
To commensurate with experience
(Rates include 10% in lieu of benefits)***

NOTE: This is a temporary full-time contract for maternity leave coverage. The term of the contract is anticipated to be eighteen (18) months, with the possibility of extension.

The ideal candidate will have:

- An Ontario Secondary School Diploma.
- A post-secondary diploma in accounting, business or related field
- A minimum 3-5 years' municipal finance experience, with at least 1 year tax and water experience
- Completion of the municipal Tax Administration course or willingness to obtain
- A sound working knowledge of MS Office software applications and adaptability to program specific software; experience with Great Plains would be considered an asset
- Excellent verbal and written communication skills
- Previous experience in a municipal office would be preferred

The Municipality of Mississippi Mills offers:

- OMERS Pension
- Flexible Scheduling
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed resume and cover letter in confidence to Cyndy Woods, Human Resources at cwoods@mississippimills.ca. The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on March 6, 2026**.

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

***The Municipality of Mississippi Mills believes that our employees are our greatest strength.
We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups.
If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.***

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.