



The Corporation of the Township of Gillies currently has one vacant position for a

Treasurer – Deputy Clerk
(Reports to the Clerk)

Full time, Permanent
Approx 32 hours per week
Salary Range: \$47,000.00 - \$52,000.00

The Treasurer will fulfill the statutory requirements under the Municipal Act and play a critical role in managing the financial affairs of the municipality, ensuring compliance with relevant regulations, and contributing to the overall financial health and sustainability of the community. As the Deputy Clerk, the successful candidate will be required to carry out the delegated statutory duties of the Clerk her absence.

The ideal candidate will be proficient in Microsoft Word and Excel, have an excellent understanding of bookkeeping/accounting principals/procedures, be detail conscious, organized, punctual, have excellent written and verbal communication skills, work well with others, able to take direction, work well under pressure with tight deadlines, and have several years experience in the financial sector.

The successful candidate will be required to obtain educational training through [AMCTO](#) provided for by the Township of Gillies.

Employment will be conditional on a clear Criminal Records background check and proficiency skills check related to bookkeeping, Microsoft Word, and Excel.

A full job description is available at the Municipal Office or online at www.gilliestownship.com/careers.

Remuneration will be dependent upon experience. The Township of Gillies is an OMERS employer and will provide a comprehensive benefits package.

Less qualified applicants may be considered on an underfill basis.

How to Apply - Please read carefully

Failure to provide a cover letter and resume as specifically indicated will result in your application being rejected.

Please note: A cover letter is a requirement of the application.

Interested applicants are invited to submit their cover letter and resume ***no later than 4:30 PM, Monday, October 7 2024.***

The Cover Letter and Application may be submitted by email, in person, or mail:

By email: gillies@gilliestownship.com

Subject line: Treasurer-Deputy Clerk Position (your name)

Please note that all email applications will be acknowledged as “received”.

In person/mailed, in a sealed envelope marked “Confidential – Clerk”

Address: 1092 Highway 595 Kakabeka Falls, ON, P0T 1W0 (Whitefish Valley School – Side Door)

The Corporation of the Township of Gillies thanks all applicants for their interest, but only candidates selected for an interview will be contacted. If selected, a skill related proficiency check will be administered in relation to bookkeeping, Microsoft Word, and Excel.

Do not provide the following with you cover letter or application. Photos, certificates with photos or birthdates, drivers license, or police record checks.

The Corporation of the Township of Gillies is an equal opportunity employer. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, Gillies Township will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56*.