



The Corporation of the Township of Gillies currently has one vacant position for a
Administrative/Finance Assistant

Job Title: Administrative/Finance Assistant

Location: 1092 Highway 595

Employment Type: Permanent, Full-Time (32 Hours per Week, 6-Month Probation)

Level of Skill: Entry-level position with foundational skills required

Deadline to Apply: Position is posted until filled.

Wage: \$40,000 to \$50,000 (salary)

What We Offer

- Comprehensive benefits package
- Enrollment in the OMERS pension plan

Key Responsibilities

- Support the Clerk and Treasurer in their statutory duties.
- Perform general administrative, reception, and office coordination tasks.
- Assist with financial processes and recordkeeping.
- Maintain confidentiality and follow established procedures.
- Help coordinate meetings and online platforms (e.g., Zoom).
- Full job description available at: www.gilliestownship.com.

Qualifications

- Completion of post-secondary education in a relevant field or equivalent knowledge/experience.
- Proficiency with Microsoft Word, Excel, and standard office software.
- Basic bookkeeping or accounting knowledge.
- Excellent communication and organizational skills.
- Ability to meet deadlines and maintain professionalism.
- Comfort with routine tasks and following structured workflows.
- Willingness and ability to lift up to 40 lbs (e.g., water jugs, office supplies).
- Valid driver's licence and access to a personal vehicle.
- Mileage reimbursement for business related tasks.
- Successful completion of a criminal records check.
- Availability for evening meetings approximately every three weeks.

How to Apply

Submit your cover letter and resume in confidence to:

Laura Bruni, Dipl.M.A., Clerk/Treasurer

Email: gillies@gilliestownship.com (preferred option)

Mail: 1092 Highway 595, Kakabeka Falls, ON P0T 1W0

In-Person: 1092 Highway 595, Hymers, ON (Side door entrance at Whitefish Valley Public School)

Applications submitted without both a cover letter and resume will not be considered.

The Corporation of the Township of Gillies thanks all applicants for their interest, but only candidates selected for an interview will be contacted. Accessibility accommodations are available for all parts of the recruitment process.

All applications and enquiries will be treated in strict confidence. The personal information collected will be used solely for candidate selection in accordance with the Municipal Freedom and Protection of Privacy Act.