



CORPORATION OF THE TOWN OF DESERONTO

Requires a **Administrative Assistant** **(12-month Contract Position)**

The Town of Deseronto is a small lower-tier Municipality with a population of approximately 1,800 located in the Southeast Corner of Hastings County on the Bay of Quinte.

Reporting directly to the CAO Clerk-Treasurer will be responsible for:

- Provides general administrative support to senior members of staff on a wide variety of activities
- Responds to telephone inquiries and requests for information, and provides general service to the public pertaining to Town business, e.g., issues lottery licenses; produces division registrar forms, records, municipal registration/application forms, general correspondence; tax inquiries, and tax certificates for the Treasurer to support such requests as required
- Receives, distributes and documents as required all mail received by to the Town of Deseronto
- Responsible for the receipting and balancing of all funds/transactions which are to be reviewed by Municipal treasurer prior to posting or depositing
- Provides cashier services to residents and ratepayers tendering payments for tax, water, sewer and other charges
- Acts as an administrative assistant to the Deputy Treasurer and the Deputy Clerk
- Payroll preparation as required
- Accounts payable management and data entry
- Word processing services for all staff and Council as required
- Maintains and completes all accounts receivable collection efforts for Municipal departments as assigned by the Treasurer/Tax Collector
- Assistance with emergency measure situations as required
- Other duties as assigned

Preferred Candidate will possess the following qualifications:

- 2 years of post-secondary education in accounting or business administration or 2 years equivalent experience in a similar role, preferably in a municipal setting
- The incumbent must be able to use personal computers and related software.
- Proven ability to deal with the public demands
- The incumbent must have strong communication skills, both oral and written.
- Due to the varied nature of activities and duties in the job, the incumbent must have strong planning/time management and organizational skills.
- The incumbent should enjoy working with the public, be self-motivated and capable of working with minimal supervision and direction.

Qualified applicants are invited to submit resumes in confidence by 4:00p.m. Friday April 21, 2017 to the Adecco office via email: christine.kuipers@adecco.ca or by contacting the Adecco office at 613-965-5927