



The Corporation of the Town of Moosonee
P.O. Box 727, 5 First Street, Moosonee, Ontario P0L 1Y0
TEL. (705) 336-2993 FAX (705) 336-2426

Internal/External Job Posting

The Corporation of the Town of Moosonee is seeking a

DEPUTY CLERK

Reporting to the Clerk-Treasurer, the successful candidate is responsible for maintaining accounts payable, asset management program, energy program and in providing secretarial assistance to Town Council in preparing Council packages, recording Minutes of Meetings, and in processing all correspondence related to the business of Town Council.

Experience in receivables, taxes and payroll functions are also desirable for this position.

The successful candidate will be a high school graduate and have related work experience in a busy public-sector office environment. A strong team acumen, excellent public relations and organizational skills will make you ideal for the challenges of this position.

The successful candidate will require being available for evening Council Meetings twice monthly, with some additional overtime required during peak work periods.

**Persons interested in this position should submit their resume by
Friday, February 14th, 2020 – 12 Noon**

**Shelley Petten, Clerk-Treasurer
Town of Moosonee, P.O. Box 727
Moosonee, Ontario, P0L 1Y0
Fax #: 705-336-2426 Email: info@moosonee.ca**

Successful Candidate will be required to provide a criminal reference check

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation.

We thank all candidates who apply but advise that only those persons selected for an interview will be contacted.

Posted January 30th, 2020