



Town of **Moosonee**

Box 727, 5 First Street  
Moosonee, ON. P0L 1Y0  
T (705) 336-2993 F (705) 336-2426

## Job Posting **Deputy Clerk** **Term Position**

### **Purpose of Position:**

- To provide accounting and clerk services for the Town of Moosonee.
- To work within the administrative policies and procedures that are approved by the Council and managed by the Clerk-Treasurer.

### **Responsibilities, Knowledge, and Skill:**

- Manages Accounts Payable System
- Assist with Asset Management
- Manage Energy Program
- Administrative and Clerical Support
- Assist with water meter reading once a month and billing
- Knowledge of computer applications, records management, and admin procedures
- Ability to handle confidential and sensitive information.
- Familiarity with Town administrative policy and procedure
- Strong public relations skills
- Supporting the Town Council in preparing Council packages, recording Minutes of Meetings, and in processing all correspondence related to the business of the Town Council.
- Performs other related duties as assigned by the CAO, Clerk-Treasurer

***The Town of Moosonee will support and encourage personal development leading to additional responsibility and advanced professional roles.***

**Remuneration includes competitive wages, benefits and an OMERS Defined benefit pension plan.**

### **Working Conditions:**

Works in a public office in full view of the public. Nature of position means there are frequent interruptions to answer telephones and greet visitors. Variety and volume of work varies hence there are hectic periods that revolve around bi-weekly board meetings.

**Persons interested in this position should submit their resume by**

**Shelley Petten, Clerk-Treasurer**  
**Town of Moosonee, P.O. Box 727**  
**Moosonee, Ontario P0L 1Y0**  
**Email: [info@moosonee.ca](mailto:info@moosonee.ca)**

This post is open to both Internal and External Candidates and will remain open until a suitable candidate is identified.

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 the persons selected for an interview will be contacted.

*Posted November 2<sup>nd</sup>, 2023*