

The Municipality of Mattawan has an immediate Part-Time opening for an experienced individual.

Under the direction of the Clerk Treasurer, the Administrative Assistant will provide support in the performance of the statutory duties of both Clerk and Treasurer as per the Municipal Act 2001 as amended. Duties include but are not limited to administrative coordination, accounts payable/receivable, banking, preparation of tax billing, phone, reception, general correspondence, municipal elections, year end reporting and any other support or backup to the Clerk Treasurer as assigned.

Preferred candidates will have the following or acceptable equivalent:

- Completion of a post-secondary diploma or degree in Public Administration, Finance or Business Administration
- Minimum of three (3) years consecutive municipal experience, preferably in a Municipal Clerk or Treasury Department
- Computer proficiency in MS Office software
- Excellent oral and written communication skills, interpersonal skills with a strong sense of customer service
- Knowledge and understanding of the Municipal Act, Municipal Elections Act, Municipal Freedom of Information and Protection of Privacy Act and similar related legislation
- Ability to maintain a high degree of confidentiality and professionalism with the ability to exercise discretion and tact
- Availability to work evenings as required for attendance to Council meetings.
- AMCT, CMO, MAP or other similar designations considered definite assets
- A current (within 60 days) background Police Check is a requirement of hiring.

This is a part time position, 12 hours per week. The Corporation of the Municipality of Mattawan welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Qualified applicants are encouraged to submit a current resume clearly marked

“Administrative Assistant”
By June 27, 2024 at 2 pm
To: JoAnne Montreuil, Clerk Treasurer
The Corporation of the Municipality of Mattawan
PO Box 610
947 Highway 533
Mattawa ON P0H 1V0

The interest of all applicants is appreciated, however, only those candidates chosen for an interview will be contacted.