



The Corporation of the Township of Gillies currently has one vacant position for an

**Administrative/Finance Assistant**  
(Reports to the Clerk-Treasurer)

**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

**Deadline to Apply:** Position is posted until filled.

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

**What We Offer:**

- Comprehensive benefits package.
- Enrollment in OMERS pension plan.
- Opportunities for professional development, including the requirement to complete the AMCTO Municipal Administration Program (MAP).

**Key Responsibilities:**

- Administrative duties include assisting the Clerk in her statutory duties.
- Financial duties include assisting the Treasurer in her statutory duties.
- General office duties including office duties of reception, mail handling, and supply management.
- Review the full job description for a list of all duties [www.gilliestownship.com/careers](http://www.gilliestownship.com/careers).

**Qualifications:**

- Post-secondary education in a relevant field or equivalent knowledge/experience.
- Proficiency in Microsoft Excel and Word.
- Bookkeeping and accounting knowledge/knowledge or experience.
- Excellent communication and organizational skills.
- Ability to handle multiple tasks under tight deadlines.
- Knowledge of online meeting software (e.g., Zoom, Teams) and the ability to prepare and manage virtual meetings.
- A valid driver's license and access to a vehicle.
- Able to lift 30lbs.
- Successful completion of a criminal records check.

**How to Apply:** Submit your cover letter and resume in confidence to Laura Bruni, Dipl.M.A. Clerk-Treasurer by email to [gillies@gilliestownship.com](mailto:gillies@gilliestownship.com), or by regular mail at 1092 Highway 595, Kakabeka Falls, ON P0T 1W0. or in person at 1092 Highway 595, Hymers, ON (Side door entrance at Whitefish Valley Public School).

**Failure to submit both a cover letter and resume will result in your application being rejected.**

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.