

**THE MUNICIPALITY OF POWASSAN IS NOW ACCEPTING APPLICATIONS FOR THE  
POSITION OF:**

**FINANCE CLERK**

**CONTRACT POSITION- MATERNITY LEAVE**

This position is full time, at 35 hrs/week.

Wage range will be \$23.54 to \$29.43 per hour.

Tasks involve, but are not limited to:

- Processes all accounts payable for the Municipality and subsidiary accounts.
- Invoices for all municipal services performed on account.
- Processes bi-weekly payroll and maintains related payroll records.
- Maintains preauthorized payment plans for property taxes and utility billings.
- Assists with the preparation and mailing of the utility and tax billings.
- Responds to public inquiries.

Skills and abilities required, but not limited to:

- College diploma or university degree in business administration or a related field.
- Thorough knowledge of Microsoft Office.
- Excellent written, oral, and public communication skills.
- Ability to deal with difficult situations and people in a tactful and helpful manner.

**Applications will be accepted until: February 16, 2025, at 11:59 p.m.**

Interested parties may forward a cover letter and resume to:

Brayden Robinson, Treasurer/Director of Corporate Services  
PO Box 250, 250 Clark Street  
Powassan, ON P0H 1Z0  
[brobinson@powassan.net](mailto:brobinson@powassan.net)

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used for the purpose of candidate selection. The Municipality of Powassan is an equal opportunity employer. Accessibility accommodations are available and will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act.