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**INTERNAL/EXTERNAL JOB POSTING**

**Temporary, Full-Time Position**

**Tax and Payroll Clerk**

The Township of Ignace is currently accepting applications for the temporary position of Tax and Payroll Clerk within the Administration Department. Hours of work are 35 per week, regularly from 8:00 to 4:30 pm with one (1) hour for lunch.

As the Tax and Payroll Clerk, you will be responsible for contributing to the efficient day-to-day financial operations of the organization, and supporting the work of Administration.

Candidates **must have the minimum qualifications:**

* Grade 12 Secondary School Diploma
* Sound working knowledge of computers, particularly with financial Software and MS Office products
* Pleasant and efficient manner dealing with the public both in person and on the phone
* Good communication skills both written and oral
* Must be self-motivated and able to work independently; and, with the Team

Experience in small municipalities performing a variety of bookkeeping and office administration functions is highly desirable. Post-secondary diploma in a relevant field would be an asset.

Wage rate, benefits and hours of work shall be as per CUPE Local 87 Collective Agreement and current Township of Ignace practice.

Qualified candidates are invited to submit their resume along with a cover letter to:

Christy McIntomney, Treasurer

Township of Ignace

P. O. Box 248, 34 Highway 17 W

IGNACE ON P0T 1T0

Phone: (807) 934-2202 Ext 1026

Fax: (807) 934-2864

Email: treasurer@ignace.ca

**Closing Date: 4:00 pm, Monday, January 18, 2021**

***Only candidates selected for interviews will be contacted.***

***Please note this job competition is currently advertised internally and qualified internal applicants will be given priority as per the requirements of the Collective Agreement.***

***In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended and will be used solely for the purpose of candidate selection.***

***The Township of Ignace is an equal opportunity employer. Accommodations will be made, upon request.***