



Town of Iroquois Falls Employment Opportunity

Accounting Assistant - Utility Billing Clerk

Reporting to the Treasurer, the successful candidate will:

- Be responsible for providing customer service to the public and performing a variety of accounting and clerical duties.

Required education and work experience:

- Minimum post-secondary Business Administration education in accounting and/or finance;
- Minimum one year experience in an accounting environment;
- Experience with Vadim-iCity Software will be considered an asset; and
- Experience working in a municipal environment will be considered an asset.

A detailed job description listing all of the position's requirements may be obtained on the Municipal Website: www.iroquoisfalls.com.

Please forward your confidential **résumé**, detailing current qualifications, along with a **cover letter stating the position you are applying for in PDF format, by 4 pm, on Thursday, November 4, 2021**, via email to hr@iroquoisfalls.com, or by mail to:

Town of Iroquois Falls
253 Main Street, P. O. Box 230
Iroquois Falls, ON
P0K 1G0

ATTENTION: KIM LAUZON, CLERK

We thank all applicants for their interest and advise that only those considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment.

The Town of Iroquois Falls is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.