



## 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.
- Experience working in a municipal environment will be considered an asset.

A detailed job description listing the position's requirements can be found on the Town's website at: [www.iroquoisfalls.com](http://www.iroquoisfalls.com).

Please forward your résumé detailing current qualifications, along with a cover letter stating the position you are applying for by **4 pm, on Friday, May 13, 2022**, via email in **PDF format** to: [hr@iroquoisfalls.com](mailto:hr@iroquoisfalls.com), or by mail to: Town of Iroquois Falls, 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.