



**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.

Please visit our website at [www.iroquoisfalls.com](http://www.iroquoisfalls.com) to view the full job description for the position.

Qualified candidates are invited to submit a detailed résumé and a cover letter stating the position being applied for **in PDF format**, no later than **4 pm on Monday, February 28, 2022**, via email to [hr@iroquoisfalls.com](mailto: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.