



## **CORPORATION OF THE TOWNSHIP OF HILTON**

### **Employment Opportunity: CLERK-TREASURER**

The Township of Hilton on St. Joseph Island is seeking an experienced individual for the permanent full-time position of Clerk-Treasurer. The Township is considered rural in nature and comprised of approximately 800 properties including almost 400 households.

#### **DUTIES:**

- Performs the statutory duties of the Municipal Clerk and Treasurer under The Municipal Act and other Acts of the Legislature
- Responsible for the management of the Municipality in accordance with the policies, direction, and decisions of Council.
- Oversees and manages the day-to-day operations of the Township, ensuring quality in the delivery of programs and services to residents.
- Provides effective advice and support to Council and the Committees and/or Boards of the Municipality
- Responsible for the preparation and management of Municipal and School Board Elections in capacity of Returning Officer.
- Maintains and operates the Township's accounting and financial reporting systems
- Responsible for preparing the operating and capital budgets of the Township
- Responsible for all property tax functions and collection procedures
- Maintains the Asset Management Plan and municipal investments
- Responsible for managing the payroll, benefits and group insurance programs

#### **QUALIFICATIONS (preferred)**

- Post-secondary diploma or degree in Accounting, Business Administration or related combination of education and experience
- Successful completion of the AMCTO Municipal Accounting and Finance Program (MAFP) and Municipal Administration Program (MAP) would be considered a definite asset
- Municipal experience with a minimum of 3 to 5 years of accounting
- Proficiency in computer operations including Word, Excel, Outlook, SAGE Accounting and The Managed Municipality Tax Program
- Ability to multi-task, handle large volume of work and set priorities
- Excellent oral and written communication and interpersonal skills to interact with staff, Council, senior government officials and local residents
- Ability to work evenings for Council and/or Board Meetings

#### **REMUNERATION**

- Benefits, OMERS Pension and Salary to be commensurate with the qualifications and experience of the successful candidate.

A complete Job Description is available at [www.hiltontownship.ca](http://www.hiltontownship.ca).

Until a suitable candidate is found, only those contacted will be considered.

Please email your cover letter and resume to:  
Valerie Obarymskyj, Clerk-Treasurer,  
Township of Hilton  
2983 Base Line, Hilton Beach, ON P0R 1G0  
Phone: 705-246-2472

Email using the Subject Line “**Clerk Treasurer Position**” to:  
[admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)

*We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Candidates are encouraged to advise us of any accommodation measures you may require during the selection process. Information received relating to accommodation needs will be addressed confidentially. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of candidate selection.*