



**THE CORPORATION OF THE  
TOWNSHIP OF MADOC  
15651 Highway 62 Eldorado ON K0K 1Y0**

## **EMPLOYMENT OPPORTUNITY**

### **ACCOUNTING CLERK/ADMINISTRATIVE ASSISTANT**

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Madoc Township is accepting applications for the position Accounting Clerk/Administrative Assistant. The successful applicant will perform day to day reception, accounts receivable, accounts payable, and other accounting and administrative functions

**Qualifications:**

- Post-secondary education in Business, Accounting or related field
- Minimum 2 years related experience
- Basic understanding of Municipal Government functions
- Excellent understanding of financial policies and procedures and general accounting practices
- Excellent interpersonal skills
- Exceptional organizational skills with the ability to prioritize when dealing with multiple tasks and deadlines

This is a 6 month contract position with a 35-hour work week. A copy of the job description is available on Madoc Township's website at [www.madoc.ca](http://www.madoc.ca). Successful candidate will be required to provide a current police criminal record check.

Qualified candidates are invited to submit a CONFIDENTIAL cover letter and resume by e-mail or regular mail no later than 12:00 p.m. on February 25, 2021 to:

Amanda Cox, Clerk  
Township of Madoc  
15651 Highway 62, Eldorado ON K0K 1Y0

Or

[clerk@madoc.ca](mailto:clerk@madoc.ca)

(please indicate Accounting Clerk in the subject line or on the envelope)

The Township of Madoc is dedicated to maintaining a fair and equitable work environment and welcomes submissions from all qualified candidates. Personal information is being collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used for employment assessment purposes only. Only those selected for an interview will be contacted.