



TOWNSHIP OF TEHKUMMAH has positions available in the following areas:

DEPUTY TREASURER / TREASURER

Successful candidate(s) will be responsible for all aspects of Township finances and tax collection and statutory duties as defined in the Municipal Act and other Acts or Legislation.

QUALIFICATIONS (preferred)

Extensive knowledge of financial planning and accounting principles;
Recognized College or University diploma/degree in Accounting or Finance
AMCTO Municipal finance and administrative courses;
Municipal experience with a minimum of 3 to 5 yrs experience in acctg & financial mgmt;
Proficiency in SAGE accounting, The Managed Municipality tax program (preferred), Word & Excel;
Proven ability to multi-task, handle large volume of work and set priorities;
Demonstrated team and leadership skills.

Job Description available at www.tehkumma.ca.

References and current criminal record check are required for interview.

CLERK-ADMINISTRATOR - Temporary

QUALIFICATIONS:

Exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality;

Responsible for implementation of directives, policies, instructions and decisions approved by Council;

Related post-secondary education or community college diploma in Public Administration, Local Government, Planning or related discipline, or a related mix of education and experience; Municipal Administration courses, A.M.C.T.O., CMM or CMO designation is preferred.

Experience in municipal administration is mandatory.

**CURATOR – The Little Schoolhouse and Museum
South Baymouth, ON**

A part-time Curator is required to provide an optimal visitor experience while building and safeguarding our Township's heritage through the museum collection. General responsibilities include updating and maintenance of the Past Perfect database, assisting with events, supervision of summer staff and volunteers, reporting as required.

MAIL or DELIVER Cover Letter and Resume to:

Township of Tehkumma
456 Hwy 542A, PO Box 24
Tehkumma, ON
P0P 2C0

EMAIL: clerk.administrator@tehkumma.ca

FAX: 705-859-2605

All applicants are thanked for their interest but only those persons who are selected for an interview will be contacted.

POSTED: July 21, 2022