



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

CAO-CLERK-TREASURER

The Township of Matachewan is a growing rural community taking in six geographic townships. It is located approximately 56 km west of the Town of Kirkland Lake and approximately 117 km northwest of the City of Timiskaming Shores.

Reporting to Council, the CAO-Clerk-Treasurer will be responsible for the various statutory duties in accordance with provincial legislation for the positions of Clerk and Treasurer. The successful candidate will also be responsible for planning, directing and managing the overall administration of the Municipality. The primary responsibilities include preparation for and attending Council meetings, preparation of reports and By-Laws, conducting Municipal elections every four years, performing the duties of Lottery Licensing Officer, preparation and administration of the yearly budget, and direction of the financial administration of the Municipality.

Qualifications:

- Minimum of three to five years of experience as a Deputy Clerk or Deputy Treasurer
- Post-Secondary Education in Public Administration and or Accounting
- Enrolment in or completion of the Municipal Administration Program
- Working knowledge of the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Elections Act, Municipal Conflict of Interest Act, Planning Act, and Employment Standards Act and knowledge of the current legislation affecting Municipal water systems.
- Proven leadership, communication and computer skills
- The ability to communicate in both verbally and in writing in French and English is an asset.

Salary:

\$55,000 to \$104,000 based on a 35 hours per week plus evening meetings. Qualified candidates are invited to submit their applications in confidence, to the Township of Matachewan no later than 3:00 p.m. on Wednesday, November 21st, 2018.

We thank all applicants for their interest, however only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom and Protection of Privacy Act and will only be used for employment purposes.

Township of Matachewan
283 Moyneur Avenue, P.O. Box 177
Matachewan, Ontario P0K 1M0

Phone: 705-565-2274 Fax: 705-648-6274
Email: township@ntl.sympatico.ca
Website: www.matachewan.com

P.O. Box 177, Matachewan, ON P0K 1M0

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**Phone: 705-565-2274
Fax: 705-565-2564**