



The Corporation of the Township Of Alnwick/Haldimand

EMPLOYMENT OPPORTUNITY

Located within the rolling hills of Northumberland County and bordered by Lake Ontario in the South and Rice Lake in the North, the Township of Alnwick/Haldimand is seeking a Full Time Finance Administrator - Expenditures.

Finance Administrator (Expenditures) – Permanent, Full Time

Reporting to the Manager of Financial Services/Treasurer, the Financial Administrator-Expenditures processes invoices for payment in an effective and efficient manner that will ensure municipal accounts payable/liabilities are accurate and up to date, provides exceptional customer service to the public and performs other general accounting functions as assigned.

Preference will be given to candidates who possess the following:

- Three (3) to four (4) years accounting experience, preferably in a municipal setting.
- Post Secondary education in Business Administration, Accounting, or a related field;
- Additional education obtained through courses such as Municipal Tax Administration Program (MTAP), Municipal Administration Program (MAP), Municipal Accounting and Finance Program (MAFP) would be an asset.

For a full job advertisement please visit our website at www.ahtwp.ca

Compensation:

The 2020 Salary range is \$58,034-\$68,130, as well as a competitive benefit package.

Please forward your detailed resume with cover letter **by September 23, 2020** to:

Carol James, CMO, CMRP, CMM III
P.O. Box 70, Grafton ON K0K 2G0
Or email to cjames@ahtwp.ca

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Hiring will be conditional based on a successful Criminal Reference Check.

The Township of Alnwick/Haldimand is an equal opportunity employer. Please note that accommodations are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require an accommodation, we will work with you to meet your needs. Please call 905-349-2822. Alternative formats of this job posting are available upon request. In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended.