



BONFIELD TOWNSHIP

365 HIGHWAY 531

BONFIELD ON P0H 1E0

Telephone: 705-776-2641

Website: <http://www.bonfieldtownship.com>

The Township is seeking to fill a temporary full-time position for an

Administrative Assistant

The position is being offered for a 6-8 week period working 40 hours a week 8:30 am to 5:00 pm Monday to Friday. The wage for the position is \$26.92 per hour.

Duties include:

- Full receptionist tasks and responsibilities including greeting township residents in person, by phone or email. Provide responses to general inquiries or direct public to appropriate departments based on their request.
- Process payments either in person or online for all payments which includes taxes, licenses, permits, certificates and other revenues.
- Sort and distribute incoming mail and prepare outgoing mail
- Undertake bookkeeping tasks including reconciliation of cash receipt journal, perform daily cash deposits, processing cheques and payments

Qualifications:

- Experience working with the public
- Knowledge of bookkeeping and receipting
- Knowledge of general office procedures

Please submit cover letter with resume to cao.clerk@bonfieldtownship.com or at municipal office 365 Hwy 531 Bonfield ON. The posting will remain open until filled.

Small Community, Big Heart

