



Municipality of Brooke-Alvinston – Employment Opportunity

The Municipality of Brooke-Alvinston is seeking an experienced and effective team member to fill a vacancy in the Finance Department. Reporting to the Treasurer, the Deputy Treasurer will perform a variety of duties associated with the administration of financial accounting and data processing functions of the Municipality in the areas of budgeting, accounting, tax, water/sewer billing, facilities billing, and payroll. Preferred candidates will excel at reconciling and gain a demonstrated working knowledge of municipal finance.

The successful applicant will have:

- Post-Secondary Education in an accounting or finance discipline
- Previous financial experience in a municipal setting will be considered an asset.
- Completion of the Municipal Finance Administration Program will be required
- Proficient computer skills and good working knowledge of Microsoft Office (Excel), Keystone Accounting Software and various financial and other software programs
- Strong sense of confidentiality and good customer service skills.

Further information and the job description is available by contacting the undersigned. Remuneration will be commensurate with qualifications and experience. The Municipality offers an excellent benefits package.

Resume and accompanying covering letter will be accepted until 12:00 pm on Monday, December 30, 2024 by email to: sikert@brookealvinston.com or delivered to the municipal office at the address noted below.

Municipality of Brooke-Alvinston
3236 River Street, PO Box 28
Alvinston, Ontario N0N 1A0

Attention: Stephen Ikert, Treasurer

We thank all applicants who apply. Only those selected for an interview will be contacted. Accessibility accommodations are available for all stages of the recruitment process. Applicants need to make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.