



**JOB POSTING**  
**ADMINISTRATIVE ASSISTANT – FINANCE**  
(Full-Time, 16 Month Contract)

Tay Valley Township is seeking a full-time Administrative Assistant – Finance. Reporting to the Treasurer, the full-time Administrative Assistant – Finance will be responsible for administering the Township’s cashier operations, preparing large volumes of financial transactions involving accounts payable payments and accounts receivable, posting to sub and general ledgers, invoice preparation and maintaining and reconciling multi-year security deposit sub-ledgers, among other financial related duties. A detailed job description is available on the Township website at [www.tayvalleytwp.ca](http://www.tayvalleytwp.ca).

As the preferred candidate you will have attained post-secondary education in office administration, including an accounting component and have a valid driver’s license. One (1) to two (2) years’ experience in an office environment, cash handling and processing financial transactions, processing accounts payable and accounts receivable, dealing with the public and experience using financial software are required. As the preferred candidate you will also be able to carry out duties with minimal supervision, have excellent communication skills, as well as excellent computer skills including proficiency using Outlook, Word and Excel, are punctual and reliable, have strong time management and organizational skills, are team oriented and have the ability to deal with various agencies, the public and internal staff in a pleasant, positive and professional manner.

The wage range is \$30.25 to \$33.61 (2025 rates) per hour, based on a 35-hour work week.

Qualified candidates are invited to submit a covering letter and resume clearly marked “**Administrative Assistant - Finance**”, prior to 9:00 a.m., March 17<sup>th</sup>, 2025, to:

Tay Valley Township  
Attn: Deputy Clerk  
217 Harper Road  
Perth, ON K7H 3C6  
or e-mail: [deputyclerk@tayvalleytwp.ca](mailto:deputyclerk@tayvalleytwp.ca)

*We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.*