



Employment Opportunity – Township of North Dundas

Accounting and Asset Management Coordinator (Permanent Full-Time)

The Township of North Dundas is a growing municipality on the southern border of the City of Ottawa. It is a vibrant rural community, home to a population of approximately 12,000 with our municipal office located in Winchester. Our residents enjoy a mixed rural and urban lifestyle, excellent health care facilities including a local hospital, recreation facilities, live amateur theatre, and numerous community events throughout the year, including the popular *Meet Me on Main Street* event series.

The Township of North Dundas is seeking a motivated and organized team member for the position of *Accounting and Asset Management Coordinator*. The successful candidate will be responsible for the continued development and maintenance of the municipality's asset management plan as well as all payroll-related duties. Other assigned duties may include (but are not limited to), bank reconciliations, preparation of journal entries, compiling, reviewing, analyzing, and reporting financial data for internal and external stakeholders.

Application Deadline: This posting will remain open until it is filled – there is no deadline on this posting at this time.

If you are seeking a rewarding career, where you can be part of a team that makes a difference in the community, please apply to join us, by submitting your resume and cover letter to:

Mr. John Gareau, Treasurer/ Director of Finance
Township of North Dundas
636 St. Lawrence St.,
P.O. Box 489
Winchester, ON,
K0C 2K0

Email: careers@northdundas.com

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. A full job description follows below.

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodations to apply or interview for the position with the Township of North Dundas, we will endeavor to make such accommodations. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.