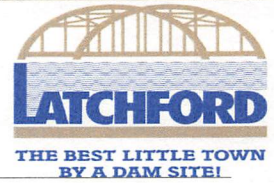




# CORPORATION OF THE TOWN OF LATCHFORD



## EMPLOYMENT OPPORTUNITY

### Full Time Position

### **The Town of Latchford is seeking a Deputy Treasurer / Deputy Clerk**

#### **The duties include:**

- Answering phones.
- Dealing with the public (property owners) processing all counter transactions.
- Provide front line general service and information regarding Town business.
- Accounts Payable and Accounts Receivable.
- Payroll Processing.
- Processing property tax payments in TMM (The Managed Municipality).
- Month end procedures for taxation and Quickbooks systems.
- Attend Budget Committee meetings, and Council meetings as required
- **The above generally describes the duties involved. However, municipal work is varied in nature. Successful candidate will be required to perform duties in addition to the above from time to time as directed by the CAO Clerk Treasurer.**

#### **The successful candidate shall possess the following:**

- **Working** knowledge of Quickbooks, The Managed Municipality Tax System.
- Knowledge of Microsoft Word, Excel, and Publisher.
- A high level of confidentiality, communication and customer relations skills.
- Must possess the ability to work effectively with minimum supervision.

#### **The successful candidate shall provide a criminal record check.**

#### **Wage:**

- Commencement with experience.

Apply by sending a resume clearly marked "**Deputy Treasurer-Deputy Clerk**" by  
**3:00pm August 29, 2025 to:** Jaime Allen, Interim CAO.  
Corporation of the Town of Latchford  
P.O. Box 10, 10 Main Street  
Latchford, On P0J 1N0

**Only those candidates selected for an interview will be contacted.**