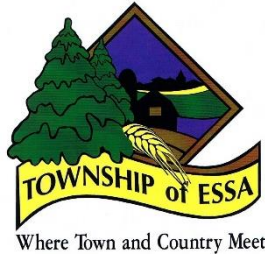


Corporation of the Township of Essa
5786 Simcoe County Road 21
Utopia, Ontario
L0M 1T0



Telephone: (705) 424-9770
Fax: (705) 424-2367
www.essatownship.on.ca

JOB OPPORTUNITY Tax Clerk/Cashier

The Township of Essa is located in the County of Simcoe and southwest of the City of Barrie, offers an excellent quality of lifestyle with a mix of rural and urban amenities with a current population of 21,500. Applications are being accepted for the position of Tax Clerk/Cashier within the Treasury Department. Under the direction of the Deputy Treasurer, this position's primary focus will be general accounting and data entry services related to the processing and documentation of a property tax database and municipal cash receipts.

The applicant must have good knowledge of legislation, policies and procedures related to tax collection. Strong organizational skills to prioritize workload and perform tasks. Good mathematical skills to check and perform the calculations required in keeping an accurate record of cash receipts. General knowledge of municipal operations and organizational structure is essential. The successful candidate will have a demonstrated ability to work with computer technology. Ability to maintain professionalism and confidentiality of information at all times is critical.

The 2021 salary range is \$40,385.80 to \$47,520.20 per annum. In addition, the Township of Essa offers a competitive benefits and compensation package. Applicants must be willing to accept the salary offered. This position is based on a 35-hour work week.

Qualified candidates are invited to submit a cover letter and resume by **4:00 p.m. on September 24, 2021** to:

Tax Clerk/Cashier Recruitment

Attention: Athena Piskopos, Executive Assistant/HR Coordinator
Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0
apiskopos@essatownship.on.ca

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 705-424-9770. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of Essa, we will endeavor to make such accommodations.