



is currently accepting applications for the position of

## **Finance/Tax Clerk**

### **Three Month Contract with potential for full-time employment**

The Township of Guelph/Eramosa is located at the south end of Wellington County and is a vibrant rural and small urban municipality that includes the settlement areas of Rockwood, Eden Mills, Everton, Marden, Ariss and Cross Creek.

The Township of Guelph/Eramosa is currently seeking a motivated professional for the full-time temporary position of Finance/Tax Clerk with potential for full-time employment. Reporting to the Tax, Revenue and Payroll Administrator, the primary duties for this position include greeting and responding to telephone and counter inquiries regarding property tax matters and assisting in all aspects of the tax collection process with a strong focus on customer service.

The successful candidate will have:

- Post-secondary education in Finance and Accounting, or related discipline; or an equivalent combination of education and experience.
- Minimum 2-3 years' experience in municipal property tax.
- Completion of or enrolment in the Municipal Tax Administration program (MTAP).
- Strong computer skills and working knowledge of Microsoft Word, Keystone, Excel, Outlook and Municipal Connect.
- Excellent communications skills, both written and oral, to interface effectively with internal management, operations staff and the general public.
- Ability to work independently and as part of a team.
- Ability to prioritize workload to meet multiple demands and deadlines with minimal supervision.
- Possess excellent time management skills and strong attention to details.

The salary range for this position is \$29.99 to \$35.28 per hour

#### **How to Apply:**

Applicants are invited to submit a cover letter and resume (in pdf format) by email to:

[humanresources@get.on.ca](mailto:humanresources@get.on.ca)

**Please indicate the position you are applying for in the subject line of your email.**

A complete job description can be found on our web site at [www.get.on.ca](http://www.get.on.ca)

**Applicants are invited to submit a cover letter and resume  
no later than 12:00 p.m. Friday April 4, 2025.**

***We thank all applicants and only candidates selected for an interview will be contacted.***

*The Township of Guelph/Eramosa is an equal opportunity employer, committed to diversity and inclusivity in employment and committed to a barrier-free workplace. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

*Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*