



**Administration/Finance
Finance Administrative Assistant
Permanent – Full Time (35 hours/week)**

Department: Administration
Division: Finance
Starting Date: Immediately

Position Summary

This position is under review and subject to change. Currently reporting to the Revenue and Taxation Coordinator, the Finance Administrative Assistant is responsible for providing day-to-day financial support related to property tax collection, utility billing, other municipal revenue services and other municipal functions. This role includes assisting with maintaining property tax and assessment databases, processing payments, and supporting financial reporting and analysis. The Finance Administrative Assistant ensures that all activities are completed in compliance with applicable laws, regulations, and municipal policies, while providing customer service to residents, external stakeholders, and internal clients.

Qualifications and Experience

Education (degree/diploma/certifications)

- Post secondary degree/diploma in accounting or a related field
- Completion of the Municipal Accounting and Finance Program and/or Municipal Tax and Revenue Program.
- 1-3 years of related experience in municipal taxation, property assessments, or utility billing.

Knowledge/Skill/Ability

- Proficiency in Microsoft Office (Excel, Word) and advanced skills in computerized accounting software (Vadim preferred).
- Strong organizational skills, with the ability to function effectively under pressure and manage multiple tasks.
- Excellent communication skills, both written and verbal, for interacting with the public, colleagues, and external stakeholders.

Note: As a condition of employment, the incumbent must provide successful criminal screening and background check.

Hours & Conditions of Work

Normal work hours are Monday – Friday (8:30 a.m. – 4:30 p.m. – 35 hours/week)
This is a unionized position.

What we Offer:

- Compensation: \$26.79/hr
- Comprehensive health and dental benefits
- Participation in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee Family Assistance Program
- Ongoing training and development

Submission of Application:

Visit the North Middlesex Website - Careers <https://www.northmiddlesex.on.ca/careers>

If you are interested in this opportunity, and believe you have what it takes to excel in this role, please submit your resume and cover letter.

Closing Date: Thursday, March 6, 2025 @ 12:00 p.m.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.