



**Employment Opportunity  
Permanent Full Time  
Finance/Utility Clerk**

The Municipality of Centre Hastings is located in the heart of Hastings County, mid-way between the cities of Toronto and Ottawa, and directly north of the City of Belleville at the intersection of Provincial Highway's 7 and 62. The Municipality is seeking a qualified person to fill the position of a Finance/Utility Clerk within our Finance Department.

Reporting to the Director of Finance/Treasurer and Deputy Treasurer, the Finance/Utility Clerk is responsible for a wide range of responsibilities such as administering the municipal accounts payable, receivable and utility (water/wastewater) functions as well as provides exceptional customer service to the public, at the counter and by telephone, through the processing of various payments and general inquiries.

The preferred candidate will have a post-secondary degree or diploma in business, economics, accounting or finance required, or minimum of three years of experience in a progressive financial position, ideally in a municipal/government setting. The successful candidate will be required to provide a satisfactory Criminal Reference Check and hold a Class "G" Driver's License.

The pay rate for this **existing position** is Salary Rate 2022: Grade 3 - \$27.24 – \$31.13 per hour together with competitive and attractive benefit package.

For further information concerning this employment opportunity and a full detailed job description, please visit the Municipality's website at [www.centrehastings.com](http://www.centrehastings.com).

Interested candidates are invited to submit a covering letter and detailed resume clearly marked "**Finance/Utility Clerk**" prior to 4:30 pm, August 5th, 2022, to the attention of:

Alexander Kelly, CPA  
Director of Finance/Treasurer  
Municipality of Centre Hastings  
7 Furnace Street  
P.O. Box 900 Madoc, Ontario K0K 2K0  
or email: [akelly@centrehastings.com](mailto:akelly@centrehastings.com)

The Municipality of Centre Hastings is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material are obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.