



The Municipality of Huron East is now accepting applications
for the position of

Accounts Payable Clerk/Receptionist

The successful applicant will work closely with the Property Tax Clerk / Deputy Treasurer to coordinate the accounts payable functions of the Municipality. The successful candidate will also be responsible for handling the majority of the receptionist duties of the Municipal office including receiving and directing telephone inquiries and responding to emails.

Applicants should possess a community college diploma with a background in business/accounting. Applicants should have a working knowledge of accounting procedures and preference may be given to those applicants with experience in a municipal government setting.

Further information including a complete job description is available on the Huron East website (www.huroneast.com)

Applicants are asked to submit a detailed resume in confidence to the undersigned by 4:00 p.m. on Friday, December 2nd, 2022.

Stacy Grenier
Director of Finance -Treasurer
Municipality of Huron East
72 Main Street South, PO Box 610
Seaforth, Ontario. N0K 1W0
519-527-2561 (fax)
treasurer@huroneast.com

We thank all applicants and advise that only those selected for an interview will be contacted.