



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

**Property Tax Clerk/Deputy Treasurer
Full-time, Permanent Position**

The Municipality of Huron East, a dynamic and dedicated community of approximately 10,000 residents, is seeking applications for a key role within our team. Situated in the picturesque Huron County, our community showcase a delicate blend of lively urban areas, rural heartlands, and flourishing farmlands. Perfectly positioned 30 minutes west of Stratford and an hour north of London, Huron East prides itself on offering the exceptional level of services and opportunities our residents thrive on.

The Property Tax Clerk/Deputy Treasurer is responsible for property tax and collections, maintaining and reconciling Tax Collector's and Assessment Rolls, preparing and issuing interim and final tax bills. They are responsible for the preparation of data and financial analysis as requested by the Director of Finance/Treasurer. They assist the Director of Finance/Treasurer in the preparation of the annual budget, financial reporting and the annual external audit.

What We're Looking for:

- A University degree or post-secondary education in business administration; communications or marketing; or public administration;
- Municipal Tax Administration Program preferred;
- A minimum of five (5) years of experience with similar responsibilities, preferably in a municipal environment
- Working knowledge of municipal regulatory requirements and Public Sector Accounting Standards.
- Experience working with job related software (Microsoft Office, Great Plains, Citywide, Land Manager, etc.).
- Possesses strong skills in leadership within a non-unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analysis, and communication, both oral and written and shall exhibit excellent interpersonal skills.
- Must ensure a high level of confidentiality, integrity and professionalism at all times.

What We Offer:

- Integration into a community-centric and forward-thinking municipal team;
- A competitive and attractive benefits package alongside three weeks' initial vacation allowance;
- The chance to make a tangible difference in our municipality's present and future.
- The salary range for this position is **\$41.91 to \$47.17 per hour** (2025 Salary Grid).

Access to the full job description and further details can be found 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, October 24, 2025**. Early applications are encouraged, with qualified candidates considered as submissions are received.

Denise Feeney
Director of Finance/Treasurer
72 Main Street South, PO Box 610
Seaforth, Ontario
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519-527-2561 (fax)
treasurer@huroneast.com

We thank all applicants for their interest in working for us, however, only those applicants selected for an interview will be contacted. No phone calls please.

The Municipality of Huron East is an equal opportunity employer.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.