



**External Posting**  
**Municipality of Greenstone**  
***Greenstone Offices Manager***  
***Full-Time***

***Location: Greenstone***

***Non Union***

***Date Prepared and Posted: January 11, 2018***

**General Description**

- > To manage and control municipal office operations for all ward offices.
- > To manage all related activities including accounting, taxation, journal entries, year end audits and staff supervision.

**Qualifications**

- > University degree in Business Administration and/or a recognized accounting designation. Lesser qualifications may be acceptable based on applied related experience.
- > Demonstrated knowledge of Microsoft Office and municipal financial software.
- > Thorough knowledge of legislation/regulations governing Ontario municipalities
- > Competent in computer applications such as Excel and Word
- > Proficiency in both official languages (oral/written) an asset
- > Excellent interpersonal skills
- > Experience working in a unionized environment and dealing with collective agreements

**Duties/Responsibilities**

- > Responsible for bank reconciliations.
- > Responsible for yearly balancing of all G/L accounts applicable to administration department (payroll, accounts receivable, accounts payable, water, taxes) in preparation for annual audit.
- > Responsible for balancing cash and bank deposits
- > Responsible for collection of all office time sheets, obtaining proper approvals and submission to payroll department.
- > Preparation and reconciliation of all School Board payments.
- > Responsible for tax billing and collection, water/sewer billing and collection.
- > Ongoing maintenance of the tax roll including new assessments.
- > Other duties as required.

**Hours of work are a total of 35 hours per week, 8:30 am to 4:30 pm, Monday to Friday. This is a non-union position reporting to the Director of Corporate Services. Complete job description available upon request.**

All applicants must submit a covering letter and resume to **Geraldton Ward Municipality of Greenstone Administrative Office** no later than **4:30 pm, January 24, 2018** c/o **W.J. Kuzminski, Deputy CAO / Director of Corporate Services, P.O. Box 70 Geraldton, ON P0T 1M0** or by email: [jack.kuzminski@greenstone.ca](mailto:jack.kuzminski@greenstone.ca).

*The Municipality of Greenstone is committed to achieving full accessibility for persons with disabilities and accommodations are available for individuals with disabilities for all parts of the recruitment process.*