



Job Opportunity Clerk/Treasurer

The Village of Mayo is looking for an energetic, detail oriented individual who enjoys the challenges of working in a small community located in a wilderness setting.

Education and Experience:

- Completion of Secondary School along with successful completion of an accounting program; or
- a minimum of 3 years experience in each of the following accounting processes: payroll, accounts receivable, accounts payable, general ledger entries and account reconciliations;
- Experience in a municipal or local government setting would be an asset;
- Experience with Sage Simply Accounting, and Excel would be an asset.

Interpersonal Skills:

- Ability to work effectively and meeting firm deadlines;
- Ability to work independently and as part of a team;
- Ability to maintain strict confidentiality;
- Excellent oral and written communication skills.

Duties:

The Clerk/Treasurer is responsible for the financial administration of the Village of Mayo pursuant to Section 185 of the Yukon Municipal Act. The incumbent must be meticulous and capable of meeting numerous dead-lines. The position is also responsible for assisting with preparation of minutes of meetings, preparation of bylaws, etc. This position reports directly to the Chief Administrative Officer. A detailed job description is available upon request.

Pay Range: \$27.54 to \$31.30 per hour/40 hours/week

The added benefits package includes an annual travel bonus of \$2,000 and health insurance plan including dental, extended health, long term disability, and life insurance , as well as an RRSP Plan.

This position has a six months probation period and requires a RCMP reliability/security check.

Interested Applicants are invited to submit their cover letters and resumes, clearly demonstrating how they meet the requirements of this position, to the undersigned by **November 17, 2017 at 4 pm.**

Apply to: Margrit Wozniak, Chief Administrative Officer, Village of Mayo, Box 160, Mayo, YT, Y0B 1M0, Tel (867)996-4300, Fax (867)996-2907, caomayo@northwestel.net