



Job Opportunity Clerk / Treasurer

The Village of Mayo is looking for an individual who enjoys working in a small rural Yukon community. Applicants must be able to work alone and as part of a team.

Duties:

The Clerk/Treasurer is responsible for the financial administration of the Village as set out in the Municipal Act. The incumbent must be meticulous and capable of meeting numerous dead-lines. This position reports directly to the Chief Administrative Officer.

Preferred Qualifications:

- Completion of Grade 12 plus 1 to 2 years' experience and training in municipal administration, and post-secondary course work in accounting/finance.
- A combination of experience and training in a related field may be considered.
- Excellent accounting, math, writing, and problem solving skills
- Excellent interpersonal skills for ongoing daily contact with the public

This position requires a favorable RCMP reliability/security check.

This position has a six-month probation period.

Wage Range: \$32.66 to \$37.11 for 40 hours/week, based on qualifications and experience, plus an annual travel bonus. The Village has a medical/dental benefits plan and a group RRSP plan, which starts upon completion of the probation period.

The successful applicant will be expected to start work in August 2024 to ensure overlap and training with the outgoing Clerk/Treasurer.

Resumes will be accepted until May 31, 2024 at 4 pm.

Please send resumes to: Chief Administrative Officer
Village of Mayo
Box 160, Mayo, YT, Y0B 1M0
Phone (867) 996-4300, email: caomayo@northwestel.net

A detailed job description can be obtained by interested applicants upon request.

Only applicants who are short listed will be contacted for an interview.