



THE TOWNSHIP OF BONFIELD
EMPLOYMENT OPPORTUNITY

Office Clerk II

Applications are being accepted for the position of **Office Clerk II** for the Township of Bonfield.

This is permanent part-time union position with a work schedule of 20 hours per week at \$24.07 per hour

Duties to include, but not limited to:

- Providing clerical and office support to the Office Clerk I, Deputy Clerk/ Treasurer and CAO
- Prepare monthly reports
- Clerical duties and typing of correspondence as required
- Organizing and maintaining an efficient filing system
- Assist with purchasing
- Payroll timesheets input
- Secretarial duties, such as preparing agendas and minutes
- Answering and forwarding calls or messages
- Staff correspondence, processing all payments: taxes and other payments and other revenues

A full job description with all duties and responsibilities is available on request.

All applications, including references, must be submitted to:

Township of Bonfield
Brian R. Walker
CAO/Clerk
365 HWY 531
Bonfield ON POH 1E0

Or by email: cao.clerk@bonfieldtownship.com

Or by fax: 705-776-1154

Applications to be received no later than 5:00 pm July 15th, 2022.