

EMPLOYMENT OPPORTUNITY
Lower Beverley Lake Park, Delta, Ontario

The Lower Beverley Lake Park Management Board is seeking an individual for the following position of employment:

Competition 2025-03: Treasurer-Acting / Effective Immediately.

This is a permanent part-time employment position with a flexible schedule of work dependent upon the operation of the camping season.

In consultation with the Lower Beverley Lake Park Management Board and the Park Manager, the Treasurer shall develop and implement procedures to ensure that bookkeeping, accounting, camping reservation and financial management issues are addressed and dealt with in accordance with acceptable timely practices and in the form required by law and accounting standards. The Treasurer shall also ensure that there is accountability of all funds in relationship to policies, procedures and budgets approved by the Lower Beverley Lake Park Management Board. The Treasurer shall be responsible for electronic data control for well-organized accounting information available for the efficient operation of data management and reporting functions.

Preference will be given to candidates who have worked in a financial related position for at least 5 years, have excellent interpersonal, oral and written communication skills, and have computer proficiency with accounting and programming skills.

Interested candidates can mail, email, or fax a cover letter and resume to the address identified below no later than 4:00 p.m. on November 14th, 2025.

We thank you for your interest in Lower Beverley Lake Park but only those people selected for an interview will be contacted.

The personal information collected will be used according to the Municipal Freedom of Information and Protection of Privacy Act for the purposes of candidate selection.

Ms. Penny Sawyer, Chairperson
Lower Beverley Lake Park Management Board
Township of Rideau Lakes
146 Lower Beverley Lake Park Road
P. O. Box 130
Delta, Ontario
K0E 1G0
Fax: 613-928-2073
Email: info@beverleylakepark.com