



Rideau Lakes

EMPLOYMENT OPPORTUNITY – FINANCE / FIRE CLERK

The Township of Rideau Lakes is seeking an individual to fill the full-time position of Finance / Fire Clerk.

POSITION SUMMARY:

Serve as the first point of contact for visitors and callers, provide excellent customer service, answer inquiries, direct individuals to appropriate departments, process various municipal payments and provide support to the Finance and Fire departments.

EDUCATION / EXPERIENCE / SKILLS TRAINING:

- High school diploma and a minimum of 2 years' experience as an administrative assistant, or any equivalent combination of related education and experience.
- Skills in word processing, spreadsheets, and office equipment usage.
- Excellent oral and written communication skills.
- Professional demeanour, strong interpersonal skills, and the ability to handle multiple tasks.
- Strong organizational skills and the ability to work independently with minimum supervision.

KEY RESPONSIBILITIES

Finance

- Welcome visitors, manage general inquiries, process mail, and perform clerical tasks
- Maintain bank and mortgage company interests on tax rolls, address changes and reporting
- Process tax certificate requests and payments
- Process, record, and balance payments and prepare weekly deposits

Fire Administrative Assistant

- Internal and external reporting, statistics, communications, and record keeping.
- Compose routine correspondence, reports, work order letters, memos, etc.
- Maintain firefighter records, by-laws, policies and procedures of the department
- Maintain fire loss records and inventory records.
- Prepare billing to MTO, Insurance Companies, and follow up on their payment.
- Prepare data for payroll purposes and receive and code invoices

The regular working hours for this position are 37.5 hours per week, Monday to Friday, from 8:30 a.m. to 4:30 p.m. The annual salary range is \$56,647 to \$68,918 (Band 3 of the 2026 Pay Grid). Applicants interested in the position should send their resume with a cover letter **no later than September 9, 2026, at 4:00 p.m.** to:

Shellee Fournier, CAO,
1439 County Road 8, Delta, ON K0E 1G0
[**sfournier@rideaulakes.ca**](mailto:sfournier@rideaulakes.ca)

We thank all applicants for their interest; however, only candidates to be interviewed will be contacted. The personal information collected will be used according to the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Rideau Lakes is an equal opportunity employer, committed to ensuring all candidates can take part in the interview process fully and equally. If contacted for employment, please advise if you require any accommodation to ensure you can take part fully and equally during the recruitment and selection process. No AI is used in the hiring process.