



Career Opportunity The Corporation of the Town of Englehart

Deputy Clerk – Deputy Treasurer Permanent/Full time

The Town of Englehart is seeking a professional focused on serving the community with a commitment to quality and excellence and able to perform in a fast-paced environment.

The Deputy Clerk - Deputy Treasurer is responsible for assisting and providing administrative support to the Clerk-Treasurer in fulfilling the statutory requirements for the Town of Englehart and Council. This position also assumes the role of the Clerk-Treasurer in their absence and is appointed as Deputy Division Registrar.

Hours of Work: 35 hours per week (some evenings)
Work is subject to hectic peak periods (year end, tax billing, audit)
Must attend evening council meetings and committee meetings as assigned

Annual Salary:

- 2026 rate - \$69,713 to \$82,015
- OMERS pension plan and group benefit package, gym membership

Qualifications:

- A Post-Secondary Degree or Diploma in Accounting, Finance, Public Administration or relevant field
- A minimum of three (3) years related progressive work experience
- A minimum of one (1) year of progressive relevant experience in Municipal government is an asset
- Experience in municipal administration, accounting, finance programs and municipal tax administration programs are an asset
- Completion of AMCTO's Municipal Administration Program (MAP) and Municipal Accounting and Finance Program (MAFP) are an asset
- Knowledge of applicable legislation related to municipal administration, finance, taxation, payroll and reporting requirements is required
- Work experience in a Municipality is preferred
- Knowledge of Microsoft Office Suite, accounting software and other software tools

A full job description and position qualifications can be found on the Town of Englehart website. Hiring will be subject to the submission of a criminal record check and verification of education and experience requirements.

We thank all applicants for their interest, however only those under consideration will be contacted.

How to Apply:

Qualified candidates are invited to submit their resume and cover letter in confidence by October 2, 2026, at 4:00 p.m. to the attention of Amy Vickery, CAO/Clerk-Treasurer
Emailed to avickery@englehart.ca or dropped off at:
Englehart Town Hall
61 Fifth Avenue, Box 399, Englehart, ON P0J 1H0

The Town of Englehart is committed to inclusive, barrier-free recruitment processes. Accommodations are available for all parts of the recruitment process. Please advise in advance if you need any accommodation to ensure you can fully participate.

By submitting your personal information to the Town of Englehart, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine the qualifications for employment. Questions about this collection should be directed to the Municipal Clerk at 61 Fifth Avenue, Box 399, Englehart, ON, P0J 1H0