



## Employment Opportunity

### Office Assistant

The Town of Oxford is seeking applications from qualified candidates to fill the position of Office Assistant. Newly approved in the organizational chart, this is a permanent, full-time, non-unionized position. This position will report directly to the Town Clerk and the Senior Accountant.

The successful candidate will be responsible for bank reconciliations, payroll administration, processing interest and billings (tax and water), posting, online payments, HST returns, record minutes, filing, and research municipal information as needed.

The preferred candidate will have secondary education in accounting and office administration as well as experience with computer applications (excel, word, sage, and TownSuite). An understanding of municipal government will be an asset.

Further information and/or a copy of the job description for this position is available upon request. Applicants are to submit a cover letter and resume outlining their qualifications. Electronic submissions must be combined into a single file. Applications will be accepted until **4:00 pm on Friday, March 18, 2022**. This position is available immediately. The starting salary is \$32,760 per year.

We appreciate all expressions of interest for this position; however, only those applicants receiving an interview will be contacted.

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