



# THE CORPORATION OF THE **TOWN OF COBALT**

## **ADMINISTRATIVE CLERK ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE (PERMANENT FULL-TIME - UNION)**

The Town of Cobalt is seeking a self-motivated, customer focused team player for the full-time role of Accounts Payable / Accounts Receivable Administrative Clerk.

Reporting to the Deputy Clerk-Treasurer, the Administrative Clerk provides support to the Treasury Department with the execution of the statutory duties of the Treasurer regarding the financial management of the Municipality as defined in the Municipal Act and other Acts of Legislation. This position is also responsible for administrative support for By-Law enforcement and permit administration. Tact, discretion, and diplomacy are required when dealing with the public and information of a sensitive nature.

### **WHAT WE OFFER:**

- Competitive compensation \$29.95 - \$32.46 for 2025 (as per the 2024-2028 Collective Agreement)
- 37.5 hours per week
- Comprehensive Health and Dental Benefits
- OMERS (Ontario Municipal Employees Retirement System) Pension Plan
- A supportive working environment with colleagues

### **PREFERRED QUALIFICATION:**

- Post-secondary education in a business-related (accounting) program
- Strong interpersonal and customer service skills
- Strong verbal communication and problem-solving skills
- Strong organizational and time management skills
- High level of confidentiality
- Strong working knowledge of Microsoft software

If you are interested in joining our team, please submit your resume to the Town Manager no later than October 20, 2025, at 10:00 a.m. Please identify the posting (Administrative Clerk) in the subject line. Job posting can be found by visiting [www.cobalt.ca](http://www.cobalt.ca).

Steven Dalley,  
Town Manager  
The Town of Cobalt  
18 Silver Street, P.O. Box 70  
Cobalt ON P0J 1C0  
Email: [sdalley@cobalt.ca](mailto:sdalley@cobalt.ca)

Thank you to all who apply but only those receiving an interview will be contacted.

*The Town of Cobalt is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of the candidate selection.*