



The Corporation of the  
**Township of Algonquin Highlands**  
requires a

**Finance Assistant (Maternity Leave Contract)**

The Township of Algonquin Highlands with a permanent population of 2,600 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified individuals for the existing position of Finance Assistant.

Reporting to the Treasurer, the Finance Assistant is responsible for supporting all aspects of general cash receipting, taxation processes and preparation of the deposits to the bank. This position also provides back-up support for the Administrative Assistant.

The preferred candidate will possess the following qualifications:

- Post-Secondary diploma in Accounting/Business Administration or equivalent.
- Minimum of three (3) years' experience in progressively responsible related positions sufficient to demonstrate competency and knowledge of all aspects of municipal government.
- Excellent interpersonal, administrative communication and organizational skills including the ability to multi-task and establish priorities daily.
- Ability to maintain confidentiality where mandated or required.
- Committed to customer service excellence, with a firm knowledge of best practices in the municipal administration field.
- Effective in resolving ratepayer inquiries and coordinating with various stakeholders through clear, professional communication.
- General understanding of municipal tax regulations and general financial legal requirements.
- Proficiency in computer software applications (including but not limited to SharePoint, Word, Excel, Outlook, PowerPoint and Township-specific programs).

Salary Range: \$ 30.02 – 33.78 (35 hours/week)

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

Artificial intelligence (AI) is not used to screen, assess or select applicants.

We thank all applicants; however, only those selected for an interview will be contacted.

Algonquin Highlands offers a competitive salary, compressed workweek, and enrollment in OMERS Pension Plan. Join a dedicated team that strives to make us the best place to live, work and play.

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. on Tuesday, April 7, 2026** to:

Dawn Mugford-Guay, Human Resources Coordinator  
Township of Algonquin Highlands  
1123 North Shore Road  
Algonquin Highlands, ON K0M 1S0  
Email: [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)



## TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION

POSITION: Finance Assistant (Contract)  
DEPARTMENT: Finance  
LOCATION: Township Office – 1123 North Shore Road  
REPORTS TO: Treasurer

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### **PURPOSE**

Reporting to the Treasurer, the Finance Assistant is responsible for supporting all aspects of general cash receipting, taxation processes and preparation of the deposits to the bank. This position also provides back-up support for the Administrative Assistant.

### **RESPONSIBILITIES**

- Mails the interim and final tax billings, as well as any supplementary tax billings throughout the year.
- Ensures that tax bill handling and mailings are carried out in a timely fashion.
- Processes tax adjustments.
- Prepares and distributes Tax Arrears notices.
- Prepares correspondence in response to Ratepayer's inquiries.
- Prepares correspondence to Ratepayer's that are in a tax registration position, encouraging payments.
- Calculates and applies tax penalty monthly.
- Receipts taxes and general revenue payments received.
- Balances and posts tax receipts (Cheque, Debit, Cash and Telephone/Internet).
- Prepares bank deposits for tax and general receipts.
- Processes all address and ownership changes to tax rolls and computer system, ensuring that updated information is sent to MPAC in a timely fashion.
- Prepares and maintains Preauthorized Payment list and mortgage listing for taxes.
- Prepare all tax certificates in accordance with the Municipal Act.
- Maintains tax roll files, ensuring the timely filing of tax related information.

- Acts as back-up to reception for telephone and counter inquiries, providing excellent customer service.
- Receive and process general receipts (Global payment system).
- Receive and balance Parks, Recreation and Trails receipts, including Dorset Recreation Centre and the Dorset Scenic Lookout Tower to be receipted by the Administrative Assistant.
- Provide clerical assistance to department heads as required (related to Taxation).
- Other related duties as assigned.

## **HOURS OF WORK**

Normal hours of work are 8:00 a.m. to 5:00 p.m., on a compressed workweek schedule. Extra time may be required to complete tasks and meet deadlines, etc. during certain times of the year.

## **WORKING CONDITIONS**

- Work is performed in a normal office environment. Incumbent has the ability to move freely to reduce fatigue. Frequently spends time reviewing documentation and working on a computer.

## **EDUCATION**

- Desired qualifications include a two-year college diploma in Accounting/Business Administrations or equivalent.

## **KNOWLEDGE AND SKILL**

- Three (3) years' experience in progressively responsible related positions sufficient to demonstrate competency and knowledge of all aspects of municipal government.
- Excellent interpersonal, administrative, communication and organizational skills including the ability to multi-task and establish priorities daily.
- Committed to customer service excellence, with a firm knowledge of best practices in the municipal administration field.
- Proficiency in computer software applications (including but not limited to SharePoint, Word, Excel, Outlook, PowerPoint and Township-specific programs).
- Effective in resolving ratepayer inquiries and coordinating with various stakeholders through clear, professional communication.
- Ability to maintain confidentiality where mandated or required.
- General understanding of municipal tax regulations and general financial legal requirements.

## **IMPACT OF ERROR**

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Corporation.