



**THE CORPORATION OF  
THE MUNICIPALITY OF BRIGHTON  
PART TIME JOB OPPORTUNITY**

**FINANCE AND ADMINISTRATIVE ASSISTANT**

As the result of a vacancy, the Municipality of Brighton is seeking a part time, permanent employee for the role of Finance and Administrative Assistant. This position will work up to 20 weeks per year during peak financial periods.

Reporting to the Director of Finance and Administrative Services, the Finance and Administrative Assistant is responsible for reception, receiving and posting tax payments, over-counter sales, and general clerical and bookkeeping duties.

The preferred candidate will have an Ontario Secondary School Diploma complemented with 3 years experience in a general office setting and will be proficient in word processing, spread sheet applications, and data base entry. A post-secondary diploma in Business Administration or Accounting would be an asset.

Qualified candidates are invited to submit a covering letter and resume, prior to 12:00 noon, February 3, 2010, in an envelope clearly marked "Finance and Administrative Assistant Application", to the attention of:

Linda Widdifield  
Director of Finance and Administrative Services  
Municipality of Brighton  
P.O. Box 189  
Brighton, ON K0K 1H0  
linda@brighton.ca

The Municipality of Brighton wishes to acknowledge and thank all candidates for your interest in responding to this posting, however, only *those candidates selected for an interview will be contacted.*

Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act.