



TOWNSHIP OF SOUTH-WEST OXFORD

requires a

REVENUE OFFICER
(full-time)

The Township of South-West Oxford is a rural municipality with a population of 7,727 situated in the County of Oxford in Southwestern Ontario.

The Revenue Officer is responsible for the general accounts receivables, property tax billing and collection and related accounting.

The following qualifications are preferred:

- Strong analytical, organizational and time management skills for this deadline oriented position.
- Thorough working knowledge of Microsoft Office 2000 as well as proficiency in Diamond Municipal Accounting Software
- Working knowledge of the property tax billing and collection legislation as set out in the Assessment Act and the Municipal Act.
- Minimum of 2 years experience in municipal tax collection and municipal accounting.
- Community college graduate in business or public administration (or equivalent) with an accounting component.
- Ability to communicate effectively, professionally and courteously with all levels of staff, elected officials, other levels of government, and the general public, both verbally and in writing.

Salary Range \$37,950.93 to \$46,173.12 plus comprehensive benefit package

A job description is available by calling 519-485-0477.

Qualified applicants are invited to submit a resume, outlining work history and qualifications, with references, no later than Friday, July 29, 2005 at 12:00 p.m. to:

Allen Forrester,
Clerk-Treasurer Administrator
Township of South-West Oxford
R.R. #1
Mount Elgin, ON
N0J 1N0

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject posting.