



The Municipality of Ogden is seeking to fill the position of **Accounting Clerk**. This position is part-time, 2 (two) days per week.

General responsibilities, but not limited to:

- Accounting, taxation and assessment roll
- Purchasing
- Communications
- Customer Service
- Other duties

The candidate will have to:

- Have a college diploma (D.E.C.) in accounting
- Bilingualism, English and French, oral and written
- Mastery of computer tools necessary for the accomplishment of tasks
- Send a copy of the curriculum vitae, along with a letter of interest, as soon as possible, to the attention of Ms Vickie Comeau, 70 Ogden Road, Ogden, JOB 3E3 or dg@munogden.ca

We thank all those who have applied. However, only those whose applications are selected will be contacted.