



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641
BONFIELD ON P0H 1E0 Fax: 705-776-1154
Website: <http://www.bonfieldtownship.com>

The Township of Bonfield is currently seeking an experienced and highly motivated individual to assume the responsibilities of a

Administrative Assistant (Finance/Recreation)

Bonfield is a rural municipality with a population of 2,146 and 114 kms of roadway in the District of Nipissing, located along Highway 17 East. The community is experiencing residential growth as the trend continues for people wanting to move to a quieter lifestyle while maintaining the quality of life enjoyed being surrounded by nearby cities. There are several lakes within the region and plenty of recreational and cultural facilities allowing for diverse and exciting experiences for all ages.

Reporting to the CAO Clerk-Treasurer this provides front-line customer service by greeting residents and visitors, responding to inquiries, directing requests, and receiving municipal payments; processes accounts payable by reviewing invoices, maintaining accurate records, and supporting financial reporting; and coordinates community recreation programs and events, including planning activities, managing registrations, working with volunteers and community partners, monitoring budgets, and promoting community participation.

A full job description is available on the website www.bonfieldtownship.com.

The ideal candidate will possess the following:

- Familiarity with office procedures and basic bookkeeping and accounting principles
- Customer service skills
- Excellent communication skills
- Strong attention to detail and a high level of accuracy
- Knowledge of office equipment and software: M365, Munisoft and Websites
- Very good organizational and multi-tasking abilities
- Completion of post-secondary education in office administration, business administration, recreation, event management or related field is considered an asset.
- Previous reception, customer service, and office administrative experience.
- Experience planning recreation programs, community events or volunteer-supported activities is considered an asset.
- Municipal government experience is considered an asset

The normal hours of the position will be 40 hours over a 5-day period Monday-Friday. However, the employee will work occasional evenings, holidays and weekends This is a union position with the starting wage of \$26.00 to \$27.92/hour (2026).

Please submit cover letter and resume to the undersigned. Applications will be accepted until Friday, September 25, 2026.

Nicky Kunkel
CAO Clerk-Treasurer
365 Hwy 531 Bonfield ON P0H 1E0
cao.clerk@bonfieldtownship.com

We thank all applicants for their interest in this position, however, only those selected to be interviewed will be contacted. Please respond by one method of application only. The Township is an equal opportunity employer. Please notify of any accommodation at time of interview. All information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

Job Description: Administrative Assistant 1

Position Overview

The Administrative Assistant provides front-line customer service by greeting residents and visitors, responding to inquiries, directing requests, and receiving municipal payments; processes accounts payable by reviewing invoices, maintaining accurate records, and supporting financial reporting; and coordinates community recreation programs and events, including planning activities, managing registrations, working with volunteers and community partners, monitoring budgets, and promoting community participation..

Responsibilities

Reception, Customer Service and General Administration

- Serve as the primary receptionist, greeting township residents in person, by phone or email. Provide responses to general inquiries or direct public to appropriate departments based on their request.
- Process payments either in person or online for all payments which include taxes, licenses, permits, certificates and other revenues.
- Undertake accounts payable and bookkeeping tasks including reconciliation of cash receipt journal, perform daily cash deposits, processing cheques and payments.
- Monitor stocks of office supplies and replenish when there are shortages.
- Sort and distribute incoming mail and prepare outgoing mail.
- Utilize office equipment such as photocopier, printers, fax machines and computers.
- Assist in office management and organization procedures.
- Update the Township website as needed.
- Perform other office duties as assigned.

Financial and Corporate Support

- Process accounts payable, including reviewing invoices, obtaining approvals, entering financial information, preparing cheques and processing electronic payments.
- Reconcile the cash-receipt journal and prepare daily bank deposits.
- Support preparing council and committee meeting minutes and agendas, municipal by-laws, forms, licenses, permits, newsletters and other correspondence as required.
- Assist with the preparation and formatting of municipal by-laws, forms, licenses, permits, newsletters and correspondence
- Act as Secretary for municipal committee(s) which may require attendance at evening meetings as required.
- Assists with council meetings including preparing agendas, motions and on occasion attending council meetings.
- Maintain municipal records in accordance with applicable policies and legislative requirements

Recreation Planning and Community Events

- Act as Secretary for the monthly Recreation Committee , preparing motions, minutes, agenda and reports to present
- With Committee develop annual recreation work plans, event schedules and proposed operating budgets for Council's review and approval
- Coordinate program registrations, facility bookings, participant communications and event inquiries.
- Prepare promotional materials and update the Township's website, newsletters and social-media content regarding recreation programs and events.
- Work with municipal committees, community organizations, volunteers, businesses, vendors and service providers to support successful program and event delivery.
- Arrange facilities, equipment, supplies, entertainment, permits, insurance and other logistical requirements.
- Recruit, schedule and coordinate volunteers as required.
- Assist with identifying and applying for recreation-related grants, sponsorships and community partnerships.
- Ensure recreation activities and events are welcoming, accessible, inclusive and delivered in accordance with municipal policies and applicable health and safety requirements.
- Attend evening and weekend/holiday programs, meetings and community events as required

Required Knowledge, Skills and Abilities

- Familiarity with office procedures and basic accounting principles
- Customer service skills to appropriately handle inquiries from the public and judgement to escalate as necessary to appropriate departments
- Excellent communication skills
- Strong attention to detail and a high level of accuracy
- Knowledge of office equipment and software: M365, Munisoft and Websites
- Very good organizational and multi-tasking abilities
- Can work well under pressure to meet deadlines, adaptable to changing circumstances and constant interruptions

Education and Experience

- Completion of post-secondary education in office administration, business administration, recreation, event management or related field is considered an asset.
- Previous reception, customer service, and office administrative experience.
- Experience planning recreation programs, community events or volunteer-supported activities is considered an asset.
- Municipal government experience is considered an asset.