



**EMPLOYMENT OPPORTUNITY
REVENUE & CLIENT SUPPORT CLERK
PERMANENT FULL-TIME**

The Municipality of Mississippi Mills is located a short drive west of the Nation's Capital and is comprised of the quaint villages of Pakenham, Blakeney, Appleton, Clayton, the township of Ramsay and the friendly Town of Almonte. It boasts some of the province's, and Canada's most famous landmarks and is a natural playground for the outdoor enthusiasts. Mississippi Mills is well known for its many festivals and events and is quickly becoming a popular destination for those looking to experience great cuisine, charming unique storefronts and historical landmarks. Abundant with many walking trails, golf courses, lakes and rivers, Mississippi Mills provides the perfect setting to live, work and play. We can't wait for you to join our amazing team.

Reporting to the Deputy Treasurer, the Revenue and Client Support Clerk provides administrative, financial and client service support within the Corporate Service - Finance Department. The position serves as a key point of contact for the public and is responsible for a variety of revenue and financial administrative functions including bank deposits, bank reconciliations and provides required support to ensure continuity of service and efficient departmental operations.

***Hourly rate of \$28.22 - \$34.69
Permanent Full-time Non-union position***

The ideal candidate will possess:

- ✓ An Ontario Secondary School Diploma.
- ✓ A post-secondary diploma in accounting, business or related field would be an asset.
- ✓ A minimum of 1-3 years' experience, working in a municipal environment preferred.
- ✓ A sound working knowledge of MS Office software applications and adaptability to program specific software; experience with financial software (Sylogist or Great Plains would be considered an asset)
- ✓ Strong attention to detail and a high degree of accuracy when working with financial information and records.
- ✓ Excellent customer service, communication, and interpersonal skills, with the ability to deal professionally and respectfully with the public.
- ✓ Must be positive, approachable, and solutions oriented with the ability to work in collaboration with the team.

The Municipality of Mississippi Mills offers:

- OMERS Pension
- 100% Employer Paid Benefits
- Paid Leaves
- Professional Development Opportunities
- Employee and Family Assistance Program

And so much more...

For a detailed job description and complete listing of position requirements, please visit the Mississippi Mills website under Jobs at [Jobs | Mississippi Mills](#)

We invite qualified candidates to submit a detailed **resumé and cover letter** in confidence to Cyndy Woods, Human Resources at cwoods@mississippimills.ca. The email subject line should include your last name and the position you're applying for no later than **12 o'clock noon on September 4, 2026**.

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.

The Municipality of Mississippi Mills believes that our employees are our greatest strength. We strive to create a culture where all staff feel that they are part of an inclusive environment where differences in thought, perspective, and experience are valued, diversity is celebrated and all persons are treated with dignity and respect. We welcome applications from all underrepresented groups.

If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we can assist you.