



**Town of Parry Sound**  
**Accounts Payable Clerk**

The Town of Parry Sound is now accepting applications for the position of “Accounts Payable Clerk”. The purpose of the position is to provide bookkeeping services related to the accounts payable function and to provide bookkeeping and operations support services. Applicants require post secondary training in bookkeeping or accounting, excellent computer and word processing skills; ability to perform data entry accurately, good organizational skills, and the ability to perform tasks without close supervision. Also required are good interpersonal skills, including an appreciation of the need for tact, confidentiality, and a positive, cheerful and informed approach with the public. A complete job description is available upon request.

This is a permanent full time unionized position. Wage rate is \$19.16- \$21.06 per hour ( 2010 rates per CUPE Contract)

Interested candidates are invited to submit a resume and cover letter, no later than June 23<sup>rd</sup> , 2010, to the attention of:

Donna L. Besman, Manager of Administration & Human Resources  
Town of Parry Sound  
52 Seguin Street  
Parry Sound, Ontario P2A 1B4  
Fax: (705) 746-7461

E-mail: [dbesman@townofparrysound.com](mailto:dbesman@townofparrysound.com)

*All applicants are thanked for their submissions, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act, S.O. 2001 and will be used for the purpose of candidate selection.*