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EA to Director, Corporate Services (Temporary - 1 year)

Reporting to the Director, Corporate Services, you will provide financial analysis, work flow coordination and strategic/internal communications; interact with other departments and other levels of government on behalf of the Director and/or Managers and provide administrative support to the Director and Managers.

With post-secondary education in finance or accounting, you have applied that knowledge in finance, budgeting and financial management. You are skilled in Microsoft Office, accounting applications and IBM Notes and have experience providing administrative support. As an effective communicator, you have demonstrated research and writing skills and are adept at planning, organizing and coordinating multiple assignments.

***Fort Erie...a welcoming, prosperous connected
community of choice***

Learn more and apply at www.forterie.ca. The deadline for receiving applications is 12:00 Noon on **Monday, September 24, 2018**. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.