



2 Positions:

SECRETARY/TREASURER AND LIBRARY ADMINISTRATIVE ASSISTANT (Part-time Position)

The candidate for this part-time position shall have completed post-secondary courses in accounting and business administration, must have had a minimum of 2 years' experience and knowledge in accounting and accounting software (Quick Books or equivalent). The candidate must have the ability to perform A/R, A/P, payroll functions, budget preparation, and to prepare financial statements for the Library board and the auditor. Municipal accounting experience would be an asset. Candidates must be able to respect sensitive information and maintain confidentiality of records.

The Candidate must possess and demonstrate a high degree of proficiency in computer applications, the MS Office Suite, including word processing, spreadsheets, and graphical presentation software. Knowledge of website maintenance, newsletter and brochure production are key skills for this position. Candidate must have demonstrated good interpersonal and customer contact skills and be able to work flexible hours including days and some evenings.

LIBRARY HELPER - PART-TIME CASUAL

Shelburne Public Library requires a casual part-time contract employee to assume responsibilities for shelving books and other associated tasks related to library functions and material organization. The ideal candidate must demonstrate accuracy and efficiency in meeting requirements of this position and be willing to work flexible hours.

Mail, deliver or email your resume and covering letter to the attention of:

Rose Dotten, CEO
Shelburne Public Library
201 Owen Sound Street
Box 127, Shelburne, ON L0N 1S0
Email: rdotten@shelburnelibrary.ca

The Shelburne Public Library thanks all applicants and advises that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Freedom of Information and Protection of Privacy Act and will only be used for the purposes of determining eligibility for the competition.

**Please note that the deadline for submissions is:
4 p.m. February 17, 2012**