



NORTH ALMAGUIN PLANNING BOARD

APPLY BY EMAIL: northalmaguinplanningboard2018@gmail.com on or before **23 June 2026**

JOB DESCRIPTION

CASUAL PART TIME EMPLOYMENT (within the current term to 30 November 2026)

TITLE: NAPBoard Office Clerk / Bookkeeper / Records Manager

[Definition: **Casual Part Time** employees typically work irregular hours, based on demand of required tasks. This arrangement benefits both the employer and the employee in terms of flexibility. However, it does not change your legal status. Once you are hired, you are an employee under Ontario law and most *ESA* protections apply immediately.]

REMUNERATION: \$30.00 - \$55.00

WORK HOURS: PART TIME hours (3 hours per day) 1 to 2 days per week (only as needed to fulfill task)

REQUIRED SKILLS: Independent application of organizational skills, excellent communicative and customer service skills and experience, accurate documenting skills, records archiving, experience with convening quasi-judicial meetings and related secretariat, familiarity and knowledge about the consent and subdivision application processes prescribed in the Planning Act and other Provincial and Federal Acts related to the Board's operation, 80 wpm keyboard, general accounting. A rudimentary understanding the real estate transaction process and related legislation is an asset

Back up the Administrator for client contact: telephone / email enquiries

General Administration

- Retrieve Canada Post mail and respond accordingly
- Keep email and written communication with the Board Members current
- Convene Board Meetings: draft Minutes and Bylaw documents
- Keep the NAPB website up to date
- Book keeping
- Keep the NAPB accounts and prepare statements for annual financial audit required by the MMA.
- General bookkeeping (payables) and banking tasks (deposit application fees) and keeping the NAPB Members apprised of monthly financial status
- Chart consent applications and keep NAPB Members apprised
- Create paper files and e-files of consent and subdivision applications
- Archive prior year's consent and subdivision applications after creating e-files.