
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting opportunity in the
Development Finance & Investments Department for an experienced and motivated individual*

**Development Administration Assistant
(FILE 14-1939-ML)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for the safeguarding of Letters of Credit, renewals, reductions, releases, maintains cash security deposits, in accordance with corporate guidelines, procedures and policies, notifications to departments and external organizations, development charge payments, maintains development related files and responds to telephone, counter and written inquiries regarding letters of credit and cash securities.

Qualifications and experience:

Secondary School Graduation Diploma plus Certificate in business administration/legal. Minimum four (4) years accounting experience, preferably in a municipal environment. Working knowledge of financial institutions. Working knowledge of computer applications including Microsoft Outlook, Microsoft Office. PeopleSoft, Development Tracking Application (DTA) and Amanda experience an asset. Ability to communicate courteously and effectively with staff, development community and general public.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please forward your resume in MS Word or PDF only, quoting **File 14-1939-ML** in the subject line by **Friday September 5, 2014** to:

Human Resources Department
City of Vaughan, 2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
Fax 905-832-8575
resume@vaughan.ca

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.