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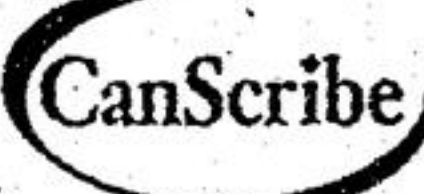


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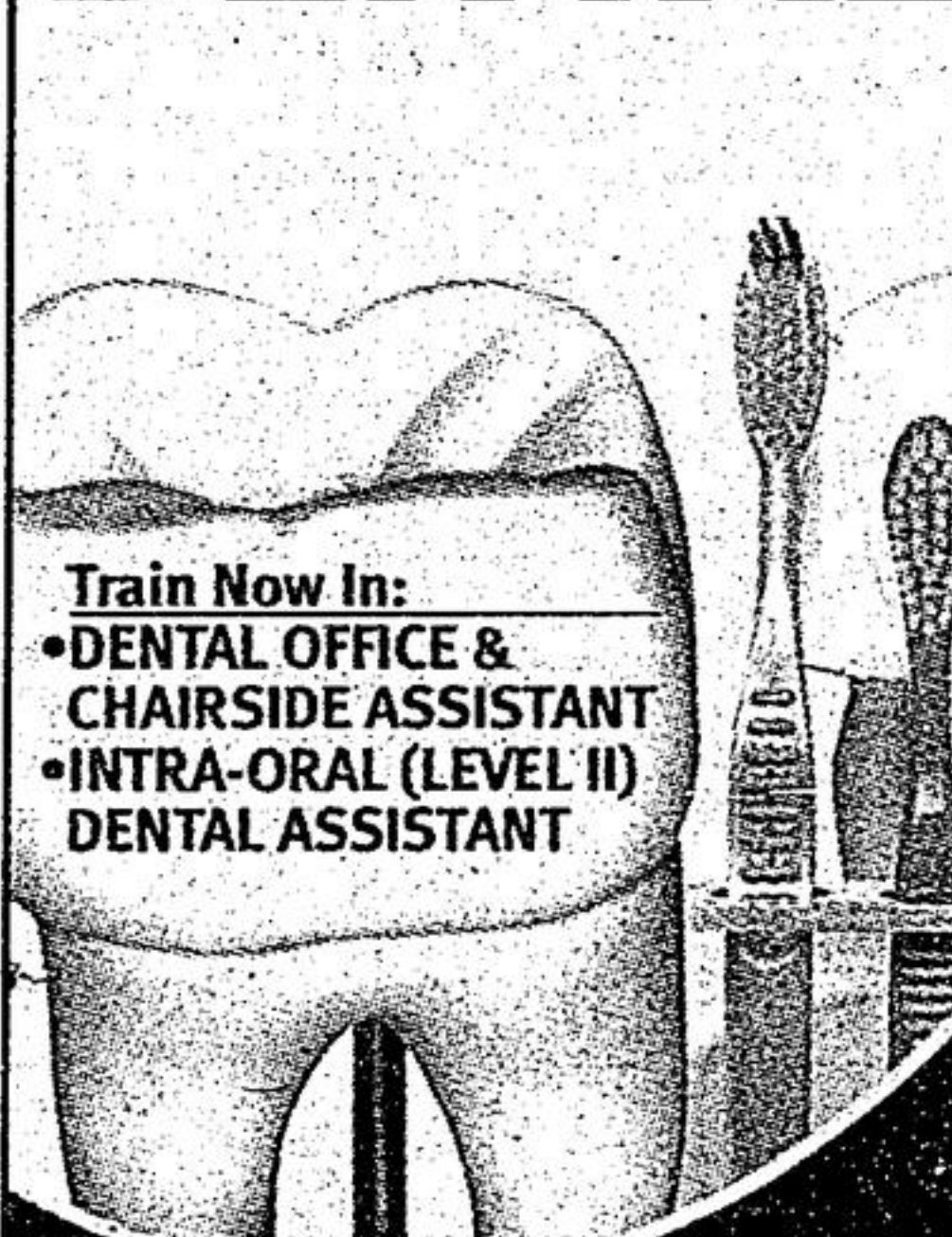
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Ext. 307

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EDITOR/CO-ORDINATOR

The Editorial Committee of the Character Community Foundation is seeking a results oriented Editor/Co-ordinator with proven ability to edit, produce and co-ordinate the creation of a reference book on York Region's Character Community initiative. This position requires a strategic and conceptual thinker who is creative and self-motivated.

The successful candidate will have superior writing and editing skills coupled with experience managing complex projects. In addition, the successful candidate must have experience in the design, layout and production of manuscripts.

Key to success in this role is an ability to work well with a multidisciplinary team; to meet tight deadlines, prioritize and work independently with little supervision while maintaining excellent relationships with the Editorial Committee members and suppliers.

Please submit your resume by Feb. 4th to:
Sue Smitko, Executive Director
Character Community Council of York Region,
4161 A-14 Hwy. 7, Suite 362 Unionville, Ontario

*We thank everyone for their interest but only those individuals granted an interview will be contacted.

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The community spirit found in York Region's nine urban and rural communities makes it a truly great place to live and work. At the heart of our success as the fastest-growing part of the Greater Toronto Area are our challenging, diverse career opportunities, ideal location and excellent quality of life.

Manager, Corporate Accounting Services

Reporting to the Director, Financial Services, you will manage various financial and accounting duties, including preparing financial statements and reports as well as working papers, co-ordinating year-end and other audits, providing debt and investment accounting, and developing, implementing and maintaining accounting policies and procedures. You hold a Business Administration degree or an accounting designation, and gained additional professional development in the areas of human resource management and computer software applications, such as database and spreadsheet design, PeopleSoft, General Ledger, Query and Tree Manager. Your 5 years of financial management and accounting-related experience include 3 years in a supervisory role, preferably within a public sector environment. Knowledge of applicable federal and provincial statutes, collective agreement administration and labour relations principles and practices is essential.

The salary range for this position is \$77,221 to \$90,832 per annum. Please forward your resume, quoting Job Posting 4338LN, by February 4, 2005, to the address indicated. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Regional Municipality of York
Corporate Services Department
Human Resource Services Branch
17250 Yonge Street
Newmarket, ON L3Y 6Z1
Fax: 905-895-4232
E-mail: yrkhr@york.ca

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