



Employment Opportunity

The Finance Department is looking for an

Accounts Payable/Accounting Clerk

Reporting to the Director of Finance, the Accounts Payable/Accounting Clerk provides assistance in the development and implementation of financial goals and objectives relative to the processing and payment of accounts payable and general accounting and finance department requirements and fulfills the day-to-day financial functions relating to accounts payable and general accounting for the department.

This is a Union, permanent, full-time position, based on a thirty-five (35) hour work week, being Monday to Friday, 8:30 AM to 4:30 PM. The current rate of pay is **\$24.81/hour**, subject to a Pay Equity Review. Earnings will be subject to Union dues.

Minimum Qualifications:

-) Grade 12.
-) Three (3) year College diploma in Business Administration or equivalent.
-) Minimum of two (2) years' recent experience in a related position.
-) Basic experience in bookkeeping and financial management.
-) Knowledge of and skill base in clerical functions.
-) Excellent cash handling and mathematical skills.
-) Proficiency and experience with word processing (Microsoft MS Word), spreadsheets (Microsoft MS Excel), presentation (Microsoft PowerPoint) and accounting software is required, with a particular focus on accounts payable, and general ledgers preferred.
-) Strong time management and organizational skills.

Preferred Qualifications:

-) Chartered Professional Accountant designation (or willingness to obtain).
-) Knowledge of all legislation, regulations and processes pertinent to accounts payable in a municipal setting.
-) Knowledge of accounts receivable, municipal taxation and utility billing processes and procedures.

Report writing skills and experience in maintaining and operating financial records management software; as it relates to a municipal setting, are considered assets.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Criminal Record and Judicial Matters Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

Please refer to the Position Description for further requirements and accountabilities, obtained on our website at www.mindenhills.ca, or by contacting the Deputy Clerk at sprentice@mindenhills.ca or 705-286-1260 ext. 513.

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by 12:00 noon **November 6, 2020** to:

Accounts Payable/Accounting Clerk Employment Opportunity

Township of Minden Hills
7 Milne St, PO Box 359
Minden, ON K0M 2K0

Attention: Shannon Prentice, Deputy Clerk
Email: sprentice@mindenhills.ca

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the undersigned to discuss alternative solutions.

We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.