



## **TREASURY DEPARTMENT** **FULL-TIME ACCOUNTING CLERK**

The Municipality of Arran-Elderslie is seeking a full-time Accounting Clerk. Located in Bruce County, Ontario, close to many major tourist destinations with two Villages, one Town, in a rural setting, the Municipality offers the appeal of both small town and country living. People have found that the communities that make up Arran-Elderslie are great places to work, raise their families and retire.

This is a Bargaining Unit Position subject to a trial period as per Section 10.02.01 or Section 11.06 of the Collective Agreement. The position reports to the Treasurer and will commence as soon as possible. It is 35 hours per week.

### **GENERAL DUTIES**

- Reception and front-line customer service both in-person and telephone; answer inquiries from customers and/or direct as appropriate.
- Accounts Payable and Accounts Receivable functions.
- Processing of cash receipts.
- Receive and distribute invoices for approvals and ensure timely payment of accounts.
- Assist Treasurer and Deputy Treasurer with overall financial operations as needed and other related duties as assigned
- Perform monthly bank reconciliations.
- Prepare water billings in absence of Deputy Treasurer

### **KNOWLEDGE / QUALIFICATIONS**

- Working knowledge of Asset Management
- Post-secondary education – Business or Accounting degree/diploma
- Knowledge of Keystone and Citywide software and Microsoft Office applications
- Municipal experience of minimum one (1) year or more
- Well organized, energetic team player
- Must have and maintain a valid G driver's license

**SALARY RANGE** - \$45,536 - \$47,265

A complete job description is available from the Human Resources Department.

Qualified applicants are invited to submit a cover letter, resume and references, marked "**Private and Confidential – Accounting Clerk**" by regular mail, personal delivery or e-mail no later than Friday January 29, 2021 to: Christine Fraser-McDonald, Clerk, Municipality of Arran-Elderslie, 1925 Bruce Road 10, P.O. Box 70, Chesley, Ontario N0G 1L0 or Email: [clerk@arran-elderslie.ca](mailto:clerk@arran-elderslie.ca)