



Accounting Clerk – Full Time Internal/External Posting (Bargaining Unit – CUPE Local 255.12)

The Municipality of Arran-Elderslie invites qualified applicants for the position of Full-time Accounting Clerk. Reporting to the Deputy Treasurer, the Accounting Clerk is responsible for Accounts Payable and Accounts Receivable functions as well as being the first point of contact at the Front Counter for General Inquiries.

This is a Bargaining Unit Position subject to a trial period as per Section 10.02 or Section 11.06 of the Collective Agreement and is 35 hours per week (8:30 a.m. to 4:30 p.m.) located at the Administration Office, 1925 Bruce Road 10, Chesley.

Salary - \$28.62/hr (2025)

Candidates must be self-motivated, be flexible, exhibit superior time management capabilities have excellent written/oral communication and computer skills.

Primary Responsibilities:

- Reception and front-line customer service both in-person and telephone; answer inquiries from customers and/or direct as appropriate.
- Verifying that transactions comply with policies and procedures; receiving and preparing vendor invoices and requisitions; data entry of all approved invoices and requisitions; verifying system tax classes; and communicating with internal departments to resolve discrepancies.
- Processing of cash receipts, receiving and recording cash and cheques.
- Receive and distribute invoices for approvals and ensure timely payment of accounts
- Monthly reporting and reconciliation of various accounts (such as: VISA, Prepaid Expenses, AP Sub Ledger Account, Trial Balance); and yearend reporting and reconciliation of various accounts (such as: Accruals, Vendor Hold Backs, & various other GL #s).
- Assist Treasurer and Deputy Treasurer with overall financial operations as needed and other related duties as assigned.
- Prepare tax and utility billings as required.
- Interact with senior management, ratepayers, Council members and vendors.

Qualifications/Knowledge/Skills Required:

- Must have a post secondary school education – Business or Accounting preferred.
- High proficiency in the use of spreadsheets, word processing, presentation, and database packages; attention to detail and a high level of accuracy; and effective organizational and time management skills.
- Good working knowledge of Keystone an asset and must have high proficiency in Citywide software and Microsoft Office applications.
- Municipal experience of a minimum of two (2) years.
- Well organized, energetic team player.
- Valid Class G drivers' license, with an acceptable drivers' abstract.

If you are looking for an opportunity to be progressive, innovative and supportive please submit your resume and cover letter in confidence to the undersigned by April 22, 2025 at 12:00 p.m. via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Subject: Accounting Clerk
Human Resources
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www.arran-elderslie.ca/careers