



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

Welcome to Arran-Elderslie! Rolling hills, rivers, streams, agricultural land and small communities make up the landscape of our Municipality. The small-town safety, healthy lifestyle, rural living, proximity to career opportunities as well as welcoming residents makes Arran-Elderslie a great place to live. Arran-Elderslie is located in Bruce County and is home to approximately 7,000 residents and includes communities of Tara, Chesley and Paisley.

The Municipality of Arran-Elderslie invites qualified applicants for the position of Full-time Accounting Clerk. Reporting to the 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 10.02.01 or Section 11.06 of the Collective Agreement and is 35 hours per week (8:30 a.m. to 4:30 p.m.).

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.
- Accounts Payable and Accounts Receivable functions.
- Processing of cash receipts, receiving and recording cash and cheques
- Producing a variety of reports for the Treasurer, senior management and Council
- 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 as required
- Interact with management, ratepayers, Council members and vendors

Qualifications/Knowledge/Skills Required:

- Must have a post secondary school education – Business or Accounting degree/diploma
- Working knowledge of Asset Management.
- Must have good working knowledge of Keystone and 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 June 16, 2023 via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Salary - \$47,265 (2023)

Subject: Accounting Clerk
Human Resources
1925 Bruce Road 10, Box 70
Chesley, ON N0G 1L0
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hr@arran-elderslie.ca

A copy of the job description is available by visiting www.arran-elderslie.ca/careers.