

INTERNAL JOB POSTING ADMIN-25-10

Finance Department
Accounting Clerk/Accounts Payable

Date Posted: June 26, 2025

Job Type: Permanent, Full-Time

Current Job Description Applies CUPE LOCAL 3045 Rate of Pay: \$32.69/hr

GENERAL

The Greenstone Finance Department requires a permanent full-time Accounting Clerk/ Accounts Payable. The position will be responsible for providing financial and administrative clerical duties associated with accounts payable to ensure that transactions are processed in an accurate and timely manner.

QUALIFICATIONS

- Minimum of Grade 12 education.
- Proficient knowledge in bookkeeping and accounts payable.
- Proficient in computer applications such as ICity, Excel and Word.
- Proficient in both official languages (oral/written) an asset

REPORTING RELATIONSHIP

- Reporting to the Manager of Finance & Accounting

HOURS OF WORK

- 35 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m., July 3, 2025 to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
1800 Main Street, PO Box 70
Geraldton, ON POT 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947