

EXTERNAL JOB POSTING ADMIN-25-13

Date Posted: July 14, 2025 Current Job Description Applies Finance Department Accounting Clerk - Accounts Payable Job Type: Permanent, Full-Time 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

• 7 hours per day, 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. on July 21, 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

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.