

INTERNAL JOB POSTING ADMIN-25-16

Finance Department

Accounting Clerk/Reception - Water

Date Posted: August 19, 2025

Job Type: Temporary, Full-Time

Current Job Description Applies

CUPE LOCAL 3045

Rate of Pay: \$31.94/hr

GENERAL

The Greenstone Finance Department requires a temporary full-time Accounting Clerk/Reception for the Water Department. The position will be responsible for providing financial and administrative clerical duties associated with the provision of municipal utilities to ensure that transactions are processed in an accurate and timely manner.

QUALIFICATIONS

- Minimum of Grade 12 education.
- Proficient knowledge in bookkeeping and accounts receivable.
- Proficient in computer applications such as iCity, Excel and Word.
- Proficient in utilities and collections administration.
- 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. on August 26, 2025 to:

Al Gordon, Director 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