



The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

The Municipality of West Elgin has an immediate opening for a Permanent Accounting Clerk position. Reporting to the Treasurer the Accounting Clerk is responsible for the processing of all utility receivables for the Municipality. This includes entering data, producing bills, receiving payments, maintaining records and ledgers, answering questions from the public and staff and following up with overdue accounts. This position also performs various other duties including, liaises with regulatory agencies and auditors, assisting in adjusting journal entries, allocation of wages. This position assists in the implementation and maintenance of the Asset Management Plan.

Preferred Qualifications:

1. Post Secondary diploma in accounting discipline
2. Minimum of 1 year of experience in Municipal Finance
3. Strong knowledge of relevant legislation, policies and regulations
4. Computer skills – Keystone and Excel
5. Experience in data collection, entry and reporting
6. Working knowledge of accounting and taxation software packages and applications;
7. Ability to work independently, with little direction;
8. Exceptional organizational skills;

Salary range \$47,689.36 to \$59,602.17 for 40 hours per week and is eligible for OMERS and a comprehensive benefits package.

More information and full job description is available on the municipal website at www.westelgin.net/jobs

Applicants must submit a resume detailing education and employment history no later than **4:00 pm on November 4, 2022** to Human Resources by email to jobs@westelgin.net.

We thank all applicants, but only those invited for an interview will be contacted. Personal information is collected and will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, and will be used for employment purposes only.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process, please direct questions to the Clerk at clerk@westelgin.net.