



MUNICIPALITY OF
GREENSTONE

EXTERNAL JOB POSTING ADMIN-25-05

Finance Department

Accounting Clerk - Administration

Job Type: Permanent, Full-Time

Date Posted: March 14, 2025

Current Job Description Applies

CUPE LOCAL 3045

Rate of Pay: \$31.94/hr

GENERAL

The Greenstone Finance Department requires a Full-Time Accounting Clerk - Administration. The position will be responsible for counter Reception at the main administrative office in Geraldton. The position will also be required to accept payments for taxes, water & sewer and other accounts receivables.

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

- 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 March 27, 2025 to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
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.

