



# FINANCE CLERK

The Township of South Glengarry is currently seeking a Finance Clerk for a full-time unionized position. Reporting directly to the Treasurer and as a member of the Finance Team, the Finance Clerk will be required to update and maintain the Township's financial database and records, perform regular audits, and account reconciliations and provide customer support.

## Skills and qualifications:

- Completion of Grade 12 education plus a Diploma in a related field including office administration, accounting and other municipal oriented education or equivalent experience.
- Minimum 2-3 years of relevant experience in clerical, administrative and accounting practices in a public sector environment.
- Possess strong computer skills and proficiency in Microsoft Word, Excel, and Outlook and working knowledge of computerized accounting software and internet applications.
- Knowledge and demonstrated experience in Vadim would be considered a significant asset.
- Demonstrated organizational ability and exceptional customer service skills.
- Excellent oral and written communication skills including superior interpersonal skills.
- Bilingualism would be considered an asset.

Qualified and interested candidates should submit their cover letter and resume via email to:

Cyndi DeVries Human Resources Advisor [cdevries@southglengarry.com](mailto:cdevries@southglengarry.com)

no later than **November 3, 2024**

A full job description can be found on the Township's website [www.southglengarry.com](http://www.southglengarry.com).

The Finance Clerk position will be paid at the hourly rate of \$27.48 based on 1,820 hours per year.

*In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended, and will be used for the purpose of candidate selection.*

*Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the Human Resources Advisor, or designate.*