



VILLAGE OF POINT EDWARD

JUNIOR ACCOUNTING CLERK

Applications will be received by the undersigned until Friday, February 28, 2025, at 12 Noon for the contract, full time position of Junior Accounting Clerk. This is a six-month contract with 35 hours per week.

The job includes a variety of work activities including but not limited to reception, all aspects of accounts payable and receivable, tax billing, financial operations support; and other duties as assigned by the Supervisor.

The successful applicant will possess a minimum post secondary diploma or degree, preferably in Business or Accounting, and will have financial experience, Computer knowledge of Microsoft Office, Word, Excel and PowerPoint is necessary. Municipal experience as well as experience with Keystone software would be an asset.

Only those selected for an interview will be contacted. A job description will be available at the Village website under Municipal Office – Tenders/Job Postings.

The wage range is \$30.23 - \$36.60 per hour. There may be minimal evening and weekend work related to this job. There is a possibility this job could lead to permanent, full-time employment with the Village of Point Edward.

Please submit your application to the attention of:

Jim Burns, Chief Administrative Officer
Village of Point Edward
135 Kendall Street, Point Edward, ON N7V 4G6

The Village of Point Edward is an equal opportunity employer and we are committed to providing accommodations for people with disabilities. If you require accommodation, we will work with you to meet your needs. This information can be provided to you in a different format, should you require it.

Personal information required by this posting/advertisement is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990, Chapter M.56, as amended. The treatment, storage and handling of personal information is guided by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56, as amended and will be used in reviewing applications. Questions about this collection should be directed to the Clerk of the Village of Point Edward, 135 Kendall Street, Point Edward, ON, N7V 4G6. Phone number 519-337- 3021.