

Accounts Payable/Finance Clerk

Full-Time - 35 hours/week

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **one (1)** full-time permanent **Accounts Payable/Finance Clerk**. The Accounts Payable/Finance Clerk is responsible for ensuring that the accounts payable records of the Town of Smiths Falls are accurately maintained in accordance with the Town's policies, procedures, bylaws and accounting best practices. The Accounts Payable/Finance Clerk will also provide support to the Deputy Treasurer, as required.

Key Duties and Responsibilities:

- Process and record accounts payable transactions in accordance with the financial policies.
- Balance and maintain prior year payable accounts summary for all departments.
- Reconcile accounts payable to general ledger for year-end auditing purposes.
- Prepare and submit quarterly HST remittances.
- Responsible for completion of year-end accruals
- Complete Cash Balancing as required.
- Provide backup to reception as required.

Skills and Qualifications:

- Completion of high school supplemented by post-secondary diploma/degree in accounting or related discipline, i.e., finance, business administration or public administration,
- Minimum four (4) years' experience in accounts payable
- Equivalencies in job experience may be taken into consideration.
- Thorough knowledge of accounting procedures and processes and municipal operations especially as they relate to treasury services.
- Strong analytical abilities with good attention to detail, numerical accuracy, and data entry skills
- Ability to perform tasks with minimal supervision, work under pressure and prioritize workload.
- Proficiency with Microsoft Office products would be considered an asset.
- Previous experience with A Syst financial software would be considered an asset.
- Excellent interpersonal/public relations and customer service skills, including an appreciation of the need for tact, confidentiality and a positive, cheerful and informative approach with the public.
- Satisfactory Criminal Record Check and Driver's Abstract.

Position Type: Full-time, permanent

Wages: Band F of the pay grid system (\$30.46-\$35.41) per hour

Benefits include a comprehensive benefit package, wellness plan, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-CORP-01 by **Friday January 17th, 2024 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.