



CLEARVIEW
TOWNSHIP

Finance Assistant – Utilities

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time Finance Assistant – Utilities. This position is an in-office position.

Clearview Township is located in a region that has a long history as one of Ontario's favorite tourist and vacation destinations, attracting over 2 million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of small-town quality of life.

Key Accountabilities:

Reporting to the Deputy Treasurer, the Finance Assistant – Utilities is responsible for completing the duties for Utility Billing, Accounts Payable, Reconciliation of outstanding accounts, and the clerical duties pertaining to the position. Duties include the billing and collection of water and sewage fees, preparing all regular and final utility billing, and providing customer support for all utility concerns. The Finance Assistant – Utilities also provides a broad range of administrative, mail, and communication support to departments.

Skills and Experience:

- Diploma in Business, Accounting, or a related field, together with a minimum of two (2) years of experience in a progressive accounting environment with an emphasis on preparation of journal entries and account reconciliation, preferably in a municipal environment.
- Demonstrated experience in collections and cash handling.
- Strong understanding of current Canadian commercial banking practices, provincial legislation, and tax and reporting requirements as per the Municipal Act.
- Thorough working knowledge of Microsoft Windows applications and financial applications.
- Strong attention to detail, a high level of accuracy, and organizational skills.
- Demonstrated exceptional customer service skills with the ability to deal with the public effectively in a courteous and professional manner.
- Excellent written communication skills to prepare e-mails and correspondence.
- Proven analytical and problem-solving skills.
- Ability and willingness to travel within the community.
- Satisfactory Criminal Record Check.
- Valid Class "G" Driver's License with dependable personal transportation.

Salary:

The salary range offered for this position is \$57,239 to \$70,252 per year plus a competitive benefits package.

Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal background and vulnerable sector check prior to finalizing an employment offer.

Interested candidates are invited to forward their resume and covering letter quoting **job # 2025 - 015** to Human Resources **by April 16, 2025**, to: hr@clearview.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.

Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please visit: www.clearview.ca