



## We're looking for a Temporary Clerk II (up to 18 months) to join Clarington's Finance & Technology team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

### Why Clarington

#### **Clarington is a place of possibilities.**

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### Position Snapshot

#### **Clarington is growing and our workforce is, too!**

Reporting to the Supervisor, Accounting Services, the Clerk II will be responsible for receiving and verify daily transactions completed by the departments and providing clerical assistance.

### What you'll be doing

#### **As a Clerk II, your responsibilities include but are not limited to:**

- Obtaining, reviewing and maintaining all 3<sup>rd</sup> party developer, road occupancy and miscellaneous certificates of insurance submitted to the Municipality, by using ClearRisk and AMANDA software.
- Scanning and uploading previously paid accounts payable invoices into Share Point.
- Responsible for Finance and Technology filing, locating and obtaining files requested by Finance and Technology Staff, and ensuring adherence to the Records Retention By-law and other procedures when filing or disposing of records.
- Receive and verify daily transactions completed by the departments. Review all paperwork for accuracy and complete bank deposit utilizing cheque scanning software.
- Accurately create and post batches, enter cash receipts and complete electronic deposits in Microsoft Dynamics Great Plains (MS Dynamics GP) financial software; often requires accurately importing transactions from AMANDA software to balance paperwork submitted.
- Receive and verify parking coin and prepare coin bank deposits for processing at the sorting facility.

- Entering all utility usage into software for consumption analysis.
- Typing of correspondence, memos, reports, schedules, tables, etc. for the Financial Services Department.
- Providing clerical assistance to all senior Finance and Technology staff, as required.
- Receiving, stamping and accurately distributing all incoming Finance and Technology mail, including cheque payments for Taxation Services and Accounts Receivable.
- General clerical duties including photocopying, scanning, telephone enquiries and assistance in other areas of the Finance and Technology Department.
- Providing relief in Taxation Services and Accounting Services divisions, as required.
- Monitoring and purchasing departmental office and bank supplies.
- Assisting other departmental staff when required.
- Other duties as assigned.

## What you bring

### **The successful candidate will have:**

- The successful candidate must be a graduate of a Community College Administration program or possess the equivalent qualifications
- A minimum of one (1) year of experience in a similar capacity.
- Proven written and oral communication skills to provide effective communication and customer service to Municipal staff and the general public.
- Accurate and efficient data entry skills are necessary.
- Excellent organization skills with the ability to prioritize and work well within specified deadlines.
- Knowledge in Microsoft Word, Excel and Outlook is necessary, as well, knowledge of MS Dynamics GP, AMANDA and ClearRisk would be considered an asset.
- Knowledge of cash handling procedures would be considered an asset.
- Must be legally able to work in Canada.

## What we offer

- Salary: \$49,096 - \$61,201 - Code 5 of the 2024 Inside Collective Agreement.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

## We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position, should you be selected, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

## Ready to apply?

Please submit your application online by **August 4, 2025, at 11:59 PM.**

We thank all applicants for their interest. However, only those under consideration will be contacted.