



Accounts Payable Clerk

Township of Oro-Medonte

About the Role

The Township is seeking applicants to fill the full-time permanent position of Accounts Payable Clerk. Reporting to the Supervisor, Finance and Risk Management, the Accounts Payable Clerk is responsible for the processing of various invoices electronically for payment and maintains all aspects of accounts payable processing and controls using account coding, ensuring accuracy and appropriate authorizations, tax treatment, pricing, discrepancies, and corrections. In addition, the Accounts Payable Clerk will be responsible for the processing of electronic funds transfers, cheques and associated cancellations and stop payments where required.

What You Bring

The ideal candidate must have a sound knowledge of accounting principles normally acquired through a College Diploma in Accounting or related discipline. Minimum of 2 years related experience, preferably in a municipal environment. The candidate must demonstrate exceptional attention to detail combined with strong analytical skills, experience in evaluating expense reports and reviewing financial documents, as well as strong knowledge of computer software applications. A valid Ontario Class "G" Driver's License and a satisfactory Driver's Abstract and Criminal Record Check are also required for this role.

What We Offer

This position offers a salary commensurate with experience and education (2025 wage schedule range of \$30.62-36.81 per hour). The Township of Oro-Medonte, values work-life balance and employee development. You will enjoy a variety of benefits including, an extensive benefit/wellness program including contributions to the OMERS pension, social opportunities through our People Team and professional development training for career growth. The Township of Oro-Medonte is an equal opportunity employer, and we are dedicated to creating a workplace culture of equity, inclusion and respect.

Application Deadline

If you are interested in joining our team of dedicated municipal professionals, we encourage you to submit an application through our Township's website via the link below by 4:30 p.m. on **August 12, 2025**. We thank all applicants who apply, however only those selected for an interview will be contacted.

[Apply Now](#)

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte's People and Culture Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the People and Culture Department.