



**VISION:**

A city that inspires

**MISSION:**

Working together to  
enhance the quality of  
life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## ACCOUNTING CLERK

Finance Services – Job # P1368

**CLOSING DATE: SEPTEMBER 5, 2025**

### JOB SUMMARY:

This position reports to the Accounting Supervisor.

This position is required to provide a broad range of accounting-related support duties which contribute to the efficient operation of the accounting section of the Finance department. This position requires direct contact with city staff and occasionally provides information to our suppliers as required. The position works closely with the accounting, payables, purchasing and treasury areas of the Finance department to complete tasks and solve problems.

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

### WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

[CHEA Collective Agreement](#)

[City of Moncton Salary and Wage Scale](#)

**EDUCATION:**

- High School graduate or equivalency.
- Must have a minimum 2-year post-secondary education from an accredited institution in the accounting field.

**EXPERIENCE:**

- Must have a minimum of two (2) years' experience in accounting performing similar or related duties.

**LANGUAGE:**

- English essential. The ability to communicate in the French language would be an asset, but not a requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Will be expected to become familiar with all City of Moncton financial systems.
- Must be highly organized with attention to detail and ability to multi-task.
- Must be able to work effectively in a team environment.
- Must maintain in the strictest of confidence, information received concerning confidential matters.
- Must have advanced skills in Excel.
- Must have good oral and written communication skills.

**TECHNICAL:**

- Must be able to adhere to strict deadlines and adapt to changing priorities.
- Must be able to work in a fast-paced environment
- Must be detail oriented.

**CONTACT:**

- This position requires frequent contact with all City Staff. The main purpose of these contacts is to provide information and handle inquiries. This position will also have occasional contact with the public and other departments within the Corporation which will require courtesy, tact, and diplomacy for exchanging information.

**CONDITIONS OF WORK:**

- This position requires frequent periods of a high level of concentration. Work is performed in an office environment.
- The position will consist of the 35-hour work week. Some overtime may be required to meet deadlines.
- Normal working hours as per the CHEA/PSAC Local 60200 Collective Agreement