



We're looking for a Full Time Accounting Clerk I to join Clarington's Financial Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

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

About the Role

Vacancy Status: This posting is for an existing vacancy.

Reporting to the Accounting Services Supervisor, the successful candidate will be primarily responsible for the accounts receivable and accounts payable function for the Municipality.

Key Responsibilities

The following responsibilities and duties of this position includes but is not limited to:

- Preparing or processing vendor AP invoices or general AR requisitions into MS Dynamics GP.
- Processing cheque and electronic funds transfer runs of approved vendor invoices and any urgent cheques requested.
- Providing effective payment processing or collection of all AP accounts and general AR while maintaining good customer-focused relationships.
- Responding and resolving any AP or AR invoice related enquiries/issues/past due items with staff and the general public.
- Analyzing and reconciling general AP or AR subledgers to general ledger on a timely basis including monthly aged trial balance to departments.
- Reviewing, analyzing and input of AR charges and AR payments between ACTIVE recreation software and MS Dynamic GP.
- Preparing documentation and liaising with external collection agency.
- Processing p-card transactions and journal entries.
- Processing vendor EFT banking data.

- Maintaining Finance cash float in various denominations for the purpose of providing change to all departments. (alternate)
- Preparing reports on Excel spreadsheets.
- Verifying cash receipts to bank deposits from all departments. (alternate)
- Preparing accurate bank deposits for processing at a financial institution. (alternate)
- Accurate data entry of bank deposits into Microsoft Dynamics Great Plains financial software.
- Processing and posting of cash receipts in MS Dynamics GP.
- Assisting other departmental staff when required.
- Perform other duties as assigned, including those specific to the department.

What you bring

The successful candidate will possess:

- Community College graduate in an accounting field or significant equivalent combination of education and work experience to the satisfaction of the Deputy CAO/Treasurer.
- A minimum of one (1) year experience in a similar capacity.
- Proven written and oral communication skills to provide effective communication and customer service with staff and the general public.
- Accurate and efficient data entry skills.
- Proficient in the use of MS Excel and/or other related software applications.
- Proficient in analysis of current legislation, financial reporting and HST compliance.
- Must be legally entitled to work in Canada.

What we offer

- Salary: \$52,847 to \$65,877 - Code 5 of the 2026 Inside Collective Agreement.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

How to Apply

Applications will be accepted until **Wednesday February 25th, 2026, at 11:59 pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.