

# Woolwich Township Job Posting



**Date:** May 29, 2026  
**Position:** Finance Administrative Coordinator  
**Positions Available:** One Permanent Full Time

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a small-town lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Due to an upcoming vacancy, Finance Services is seeking one (1) full time Finance Administrative Coordinator.

## **Purpose of Position and Profile:**

The Financial Administrative Coordinator provides a combination of administrative, coordination, reporting, and financial support to the Finance Department. This role supports departmental operations by coordinating Council reports, meeting minutes, staff onboarding and training, and administrative requirements for the Director and Managers. It also assists with budget coordination, tax billing, year-end activities, financial statement preparation, customer service processes, KPI reporting, and accounts receivable administration.

## **Responsibilities:**

- Provide administrative and coordination support to the Finance Department, including Council report coordination, meeting minutes, staff reviews, hiring, onboarding, training, and related documentation.
- Provide administrative support to the Director and Managers, including coordination of meetings, calendars, vacation schedules, and other administrative requirements.
- Support financial operations during peak periods, including budget coordination, tax billing, year-end activities, and financial statement preparation.
- Coordinate customer responses and assist in developing customer service standards and processes for inclusion in the corporate customer service strategy.
- Develop standard operating procedures, workflows, report templates, and system administration processes for various Finance systems.
- Create, manage, and monitor key performance indicators for the Finance Department, including utility metrics, financial indicators, and internal dashboards.
- Prepare and manage accounts receivable invoices, maintain receivables records, and issue reminder notices as required.
- Perform other related duties as assigned.

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Post-secondary education in business administration, accounting, public administration, or a related field.
- Minimum 2 to 4 years of administrative or financial support experience, preferably in a municipal or public sector environment.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Proficiency in Microsoft Office, particularly Excel, Word, and Outlook.
- Experience with financial systems, customer service processes, or records management considered an asset.
- Strong written and verbal communication skills with a professional customer service approach.
- Ability to display a high degree of accuracy of work in a fast-paced environment.
- Demonstrated attention to detail and accuracy.

- Ability to work independently, exercise good judgment, and maintain confidentiality.
- Ability to work collaboratively with staff at all levels.
- Experience preparing reports, tracking data, and developing process improvements.
- Knowledge of municipal finance or public sector operations is preferred.
- Valid driver's licence and ability to travel locally, if required.

This position offers a comprehensive benefit package and an annual salary range of \$55,025 - \$68,781.

**Working Conditions:**

Regular hours of work will be 35 hours per week in an office environment. Typical office hours being Monday to Friday, 8:30 am to 4:30 pm, with flexibility for working evenings and weekends, as required.

Interested applicants are invited to submit their resume via the [Township Job Board](#) prior to **4:00 pm on June 12, 2026. Please quote job posting 2026-29.**

All applicants are thanked for their interest in this position however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.