



Accounts Payable Clerk - Job ID #2701

Job Title	Accounts Payable Clerk	Status / Job Type	Permanent Full Time
Commission	Corporate Services	Department	Finance
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	1
Rate of Pay	\$32.96 to \$35.06	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Aug 20, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Sep 3, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Senior Financial Analyst Accounting, the Accounts Payable Clerk is responsible for entering accounts payable invoices, in a timely manner, into the City's ERP System, JD Edwards, while adhering to established policies and procedures. This position will maintain and file accounts payable backup documentation using an electronic record management system. Further, the position will also transfer/retrieve corporate records and respond to accounts payable related inquiries directed through the City's centralized Customer Contact Centre. The Accounts Payable Clerk reviews and posts accounts payable invoices entered in JD Edwards by other city departments as well as other Accounts Payable staff. Other duties include but are not limited to reviewing corporate purchasing card reconciliations and supporting invoices for compliance with City policies and procedures, responding to inquiries from the generic Accounts Payable mailbox, and reviewing employee expense claim forms, petty cash requisitions and employee advance requests for completeness. This position maintains multiple excel spreadsheets, and is responsible for independently verifying any and all requests for changes to vendor Electronic Fund Transfer (EFT) information.

Qualifications

- Applicants must have successfully completed a two (2) year diploma in Business, preferably in Accounting

- Applicants must have a minimum of two (2) years' work experience in an accounting department, preferably in a municipal or other public sector environment.
- Proficiency in Microsoft Office programs specifically Word and Excel.
- A working knowledge of JD Edwards software would be an asset
- Applicants must possess the ability to perform the duties of this position with a high level of accuracy within an established timeframe
- Time management skills are fundamental to this position
- Proven ability to prioritize workload is also essential to this position
- Proven written and oral communication and customer service skills are required as well as the ability to work as a member of a team

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.