



Accounting Clerk

Job Number: ACCOU006502

Position Status: Full Time

Union: CUPE 1291

Division: Public Health Services

Facility: Lambton Public Health

City: Point Edward

Number of Positions: 1

Hours of Work: 35 hours/week, Monday to Friday, 8:30am - 4:30pm

Wage Rate: \$29.60 - \$33.01 per hour

Date Posted: Monday, October 19, 2026

Closing Date: Sunday, November 1, 2026

About Us

The County of Lambton is located in Southwestern Ontario, nestled along Lake Huron and the St. Clair River, next to the state of Michigan and is home to a diverse and welcoming population of approximately 128,000 residents.

The Corporation of the County of Lambton is one of the area's largest employers with approximately 1,300 employees. The County's seven divisions deliver hundreds of services and programs to our residents, such as emergency medical services, provincial offences court, three long-term care homes, 25 library branches, three museums, an art gallery, archives, public works, public health services, social services, planning and building services.

We are committed to sustainability, economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with our municipal and community partners.

About the Role

The Accounting Clerk provides accurate and timely financial and administrative support for Lambton Public Health. The position is responsible for accounts payable and receivable activities, cash receipting and deposits, routine purchasing administration, purchasing card and expense documentation review, inventory and asset documentation, and the maintenance of complete financial records. The Accounting Clerk ensures transactions are processed in accordance with County policies, delegated authority, applicable collective agreements, and established financial control procedures. The position provides day-to-day procedural guidance to staff, prepares routine financial and reconciliation reports, maintains supporting documentation for management review and audit purposes, and escalates discrepancies, incomplete documentation, exceptions, and potential non-compliance to management.

Duties & Responsibilities

Accounts Payable / Receivable:

- Reconciliation of all invoices with the appropriate purchase requests, purchase orders and packing slips.

- Process account payables by preparing Voucher Input Forms for input into the County's finance system, code costs to appropriate general ledger accounts and account for GST charges.
- Ensure payables are submitted on a timely basis to the County.
- Produce reports as required.
- Prepare and invoice companies, agencies, doctors and clients for any applicable services such as vaccines, thermometers, counselling, teaching, immunizations etc.
- Ensure all payments are received on a timely basis.
- Send out notices for any overdue amounts.
- Maintain POS systems in alignment with County policies and directives.

Cash Receipting / Deposits:

- Responsible for documentation of all cash deposits in County financial systems.
- Balance batches and create cash receipts for all monies.
- Prepare bank deposit slips and month end cash receipts journal entry.
- Assist staff with cash receipting, reports and inquiries.

Financial Compliance and Asset Management:

- Verify approvals, coding, prices, quantities, taxes, receipts, and supporting documentation.
- Complete routine Public Health purchases from approved purchase requests following County policy, budgets, and delegated authority.
- Place orders, track inventory, maintain records, and resolve supplier, delivery, receiving, and invoice issues.
- Review monthly purchasing card reconciliations; receipts, business purpose, coding, HST, and approvals.
- Review and verify staff mileage claims and applicable allowances under collective agreements, County policies, and verification procedures.
- Maintain resource and asset management tools for consumables and non-tangible assets to support inventory management and disposal of assets.
- Maintain supporting documentation; escalate incomplete submissions, discrepancies, exceptions, or potential non-compliance to the Manager, Health Promotion

Administrative Duties:

- Provide day-to-day procedural guidance and support to all LPH staff for accounts payable and receivable, cash receipting and deposits, and financial compliance and asset management.
- Prepare routine transactional, receivables, cash-receipting, deposit, purchase-order and exception reports as assigned.
- Provide supporting schedules and documentation for management review, month-end processes, internal review and audit requests.
- Maintain accurate electronic and paper records in accordance with County records-retention requirements. Provide supporting schedules and documentation for management review, month-end processes, internal review and audit requests.

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed

- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Not applicable

Indirect Supervision: Not applicable

Functional Authority: Not applicable

What We're Looking For

Minimum Formal Education

- Three-year Diploma in Accounting

Experience

- One year experience required
- Previous book-keeping/accounting experience necessary

Why Join Us?

Join a team dedicated to your professional growth and well-being. The County of Lambton offers a diverse, inclusive workplace featuring a competitive compensation plan, including group health insurance benefits for eligible staff and the [OMERS pension plan](#), one of Canada's largest defined benefit pension plans, which is available to all staff.

We prioritize our people through robust wellness programs, career development opportunities across multiple divisions, and a collaborative environment where your work truly makes a difference in the community.

How to Apply

Applications are accepted online until 11:59pm on Sunday, November 1, 2026. Please visit www.lambtononline.ca/jobs and select job posting ACCOU006502 - Accounting Clerk to apply.