



Finance Clerk

Department
Corporate Services

Vacancy
Existing

Employee Group
Non-Union

Position Type
Permanent Full Time

Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2022-2026 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Manager of Financial Services/Deputy Treasurer, the Finance Clerk is responsible for performing a variety of financial, revenue, billing, collection, customer service, and administrative functions in support of the Corporate Services Department. Duties primarily include responding to tax and water inquiries, supporting revenue collection activities, processing and recording payments, maintaining customer and account records, performing account reconciliations, and providing assistance across all finance functions, including taxation, water/wastewater billing, cashiering, accounts payable and purchasing.

About You

What You Will Do

- Respond to inquiries related to customer accounts, billing, payments, balances owing, and departmental services, both in person and by telephone.
- Answer and direct telephone calls, respond to routine inquiries, and provide customer service to internal and external stakeholders.
- Assist with the administration and maintenance of revenue systems, including payment plans, account updates, ownership changes, and other account maintenance activities.

- Prepare and process account adjustments, billing changes, transfers, and related documentation as required.
- Assist with collection activities, including monitoring outstanding accounts, contacting ratepayers regarding overdue balances, tax sales, and arranging payment plans where appropriate.
- Provide information and documentation such as tax certificates to external stakeholders, including property owners, solicitors, financial institutions, customers, and other agencies, in accordance with applicable legislation and Town policies.
- Act as the primary backup to the Cashier and provide cross-functional support for all Corporate Services Department functions, including taxation, water/wastewater billing, cashiering, accounts payable, purchasing and other financial services activities.
- Process and record payments received through various channels and maintain accurate customer and account records.
- Administer the charitable donation receipt program and the Town's purchasing card accounts.
- Enter vendor EFT information in the financial management system and prepare vendor payments in the absence of the Accounts Payable Clerk.
- Perform general administrative duties in support of the Corporate Services Department, including preparing correspondence, maintaining files, and assisting with departmental communications.
- Maintain records retention, records management, and filing systems for finance-related documents and control records in accordance with legislative and Town requirements.
- Coordinate and maintain departmental office supplies, including monitoring inventory levels, ordering supplies, and liaising with vendors as required.
- Process weekly journal vouchers for approval by the Treasurer.
- Assist the Treasurer in the preparation and/or submission of Committee of the Whole reports on a quarterly basis into escribe.
- Comply with the Occupational Health and Safety Act and the policies, procedures, and practices developed by the Town. Perform work in a safe and healthy manner and ensure timely reporting of any observed hazards or lapses in the functioning of any health and safety measure or procedure.
- Perform other related duties as assigned.

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Diploma in Accounting, Business Administration or related field
- Completion of the Municipal Revenue Administration Program Units I and II through Ontario Municipal Tax and Revenue Association, or willing to obtain within first year of employment
- 2 years of experience in a similar role, preferably in a municipal environment
- Excellent organizational and multi-tasking skills, with the ability to meet tight deadlines and identify priorities
- Excellent customer service, communication and analytical and problem-solving skills
- Proven attention to detail, high level of accuracy, and proficiency in finance/mathematics

What's In It For You

- A competitive salary ranging between **\$58,697 - \$68,666** (2026 rates) with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- Fully paid, comprehensive group benefits including an annual \$500 Healthcare Spending Account and participation in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment

- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$58,697 - \$68,666 (2026 rates)
- Vacancy: Existing
- Department: Corporate Services
- Position Type: Permanent Full-Time
- Employee Group: Non-Union
- Work Location: On-site
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: October 30, 2026
- Application Deadline: Friday, November 13, 2026, by 4:30pm

Applications are available online at <https://www.pelham.ca/careers> and must be submitted **by 4:30pm on Friday, November 13, 2026.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

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

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.