



The Corporation of the Municipality of West Nipissing

JOB DESCRIPTION

POSITION: Accounting Clerk	DATE: June 25, 2026
REPORTING TO:	Manager of Revenue and Taxation
HOURS OF WORK:	35 hours per week, as assigned
SALARY:	\$31.84/hour (as per the 2026 Collective Agreement)

RECEPTIONIST / CLERICAL DUTIES

- Telephone, reception and customer service.
- Basic knowledge of the various municipal departments and ability to direct enquiries.
- Operation of switchboard phone systems, voice mail, dispatch and internal communication systems.
- Maintain call log and dispatch as appropriate.
- Preparation of courier deliveries (eg. Purolator)

ACCOUNTING DUTIES

1. Accounts Payable:

- Validation of invoice coding distributed to Department heads and received pre-coded from Department heads.
- Processing disbursements in a timely manner by cheque, electronic fund transfer or by internet banking.
- Preparation of disbursement reports for Council.
- Reconciliation of vendor statements.
- Daily bank reconciliation and preparation of journal entries.
- Filing vendor disbursements and invoices.
- Month-end reconciliation of accounts payable to general ledger.
- Maintaining capital expenditures in asset management software.

2. Accounts Receivable:

- Entering cash receipting for property taxes, other departments and other revenues.
- Balancing cash receipting batches on a daily basis by payment type (i.e. cheque, interac, cash and electronic fund transfer).
- Processing and submitting pre-authorized payments files to financial institutions; uploading and updating the files into the accounting software.
- Processing property tax interest charge on delinquent accounts on a monthly basis.
- Maintaining property tax ownership changes and validating data with MPAC.
- Sending notices for arrears on a monthly basis.

- Preparation of property tax billing (for interim, final, supplemental, cancellation and omissions) and balancing assessment values with MPAC data.
- Balancing the aged accounts receivable trial balance to the general ledger.
- Maintaining property tax files by roll number; recording changes to addresses, deeds, severances and other legal information or correspondence.

OTHER DUTIES

- Problem solving using established guidelines and policies.
- Any other duties as assigned within the general scope of the collective agreement.

QUALIFICATIONS & REQUIREMENTS

- Minimum two year post-secondary education in the fields of accounting or business administration.
- Fluent in both official languages (oral and written)
- Knowledge of Microsoft software (Word, Excel, Outlook) and general office equipment (ex. fax, stamp machine, photocopier).
- Problem solving capabilities.
- Organization and time management skills.
- Ability to work independently and with others.
- Excellent customer service skills.

APPLICATION INSTRUCTIONS

Applications for this position will be accepted, in confidence, until **July 21 at 4:00 p.m.**

Please clearly identify the position you are applying for and include the job title in the email subject line. Resumes and cover letters must be submitted as Word or PDF attachments only. Incomplete applications or submissions in other formats will not be considered.

Applicants are to send a resume to:

Sonal Brahmhatt CHRP, HR/Payroll Coordinator
225 Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1
e-mail: hr@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.