

Woolwich Township Job Posting



Date: April 3, 2025
Position: Senior Accounting Clerk
Positions Available: One (1) permanent Full Time

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 rural 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.

Financial Services is seeking one (1) permanent full time Senior Accounting Clerk.

Purpose of Position and Profile:

Under the general direction and supervision of the Manager of Accounting/Deputy Treasurer, the Senior Accounting Clerk is responsible for the accounts payable function. In addition, this position will perform back-up and support for payroll.

Responsibilities:

- Responsible for the coordination of the accounts payable function including the following:
 - Data input of Accounts Payable invoices for scheduled payment on weekly A/P cheque run and associated reports
 - The matching of POs and forwarding information to appropriate departments for approval
 - Print and forward cheques for signing, mailing, & filing on a weekly basis
 - Posting expediting, matching & filing purchase orders and invoices
- Assist with employee payroll file setup and changes
- Process bi-weekly pay run in the absence of the Payroll Benefits Coordinator
- Prepare the daily bank deposits and ensure all deposits are posted correctly, updated, and delivered daily to the bank
- Inputs all journal entries into accounting system
- Performs back-up and support for Procurement, including posting and submission management
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements:

- Post secondary school education in accounting or business
- A minimum of 3 years of experience in a municipal accounting environment, with specific experience in accounts payable
- Experience with payroll including employee file management and payroll processing would be an asset
- A knowledge of the full accounts payable cycle
- A good knowledge of the generally accepted accounting principles
- Analytical skills to problem solve vendor issues
- Exhibits strong written and oral communication, customer service, interpersonal, organizational, and conflict-resolution skills
- Proven ability to multi-task, work with tight timelines, exercise discretion and tact, and exhibit attention to detail
- Ability to maintain absolute confidentiality and security in correspondence and documentation

- General Computer literacy and competent utilizing Office 365 applications with intermediate skills using Excel
- Familiarity with accounting software as well as payroll software
- Possession of a valid Ontario Driver's License with a minimum Class G with access to a reliable vehicle to travel, if required

This position offers a comprehensive benefit package and an annual salary range of \$57,230 to \$71,537 (under review).

Regular hours of work will be 35 hours per week in an office environment, generally at a computer workstation. Work is subject to interruptions, often addressing immediate concerns or issues by phone, email, or in-person, both internal and external

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Thursday, April 24, 2025. Please quote job posting 2025-29.**

All applicants are thanked for their interest in these positions 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.