



Job Posting

**Accounting Clerk – Full Time
(Salary Range: \$28.19 - \$31.68/ hour)
Finance Department**

The County of Grey is currently recruiting an Accounting Clerk for its Finance Department. This position will provide record keeping, bookkeeping, and other financial services with a primary focus on the Housing and Long Term Care Departments.

Your primary responsibilities are focused on recording payments from Housing tenants, recording revenue from Ministry of Long-Term Care and processing accounts payable transactions. The successful candidate will also prepare journal entries, reconciliations and review accounts for accuracy. These duties are performed to support high standards of public stewardship, accurate reporting and information to others.

Specific skills and decision tools are oriented to general municipal finance and accounting policies and legislation, especially the requirement to stay abreast of changes in provincial/municipal accounting practices. Direction is received by general supervision and adherence to municipal accounting principles.

A Community College diploma from a two year business program, with emphasis on municipal accounting and finance as well as a strong knowledge of computerized accounting systems with two years of directly related experience is preferred. The successful candidate will possess excellent customer relations skills, the ability to prioritize and organize work flow with the ability to exercise judgement and maintain confidentiality.

Candidates for the above position are invited to submit resumes prior to **Friday January 31, 2020 at 4:30 p.m.** to:

Sandra Shipley, Human Resources Manager
County of Grey
595 9th Avenue East
Owen Sound, Ontario N4K 3E3
Fax: 519-376-4082
Email: sandra.shipley@grey.ca
Web: www.grey.ca/employment/

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.