



Town of Whitby Employment Opportunity

Accounting Clerk

The Town of Whitby, Durham's Business Centre, a rapidly expanding and progressive community with a population of 120,000 and located approximately 50 km east of Toronto, is currently seeking a highly motivated and energetic individual for this challenging opportunity.

Reporting to the Manager of Treasury Services, the Accounting Clerk is responsible for providing accounting and administrative support to the accounts payable function; assisting departments with financial reporting; preparing analysis of asset, liability and operating accounts; providing assistance in the preparation of financial implication disclosure on purchasing issues; providing regular support to accounts receivable and other general accounting and audit analysis; making recommendations for improvements and providing support to ensure the provision of real time financial information to all users; providing assistance to other sections of Treasury Services during peak periods; data entry functions; and, assisting with other projects/duties as required.

As the successful applicant, you must possess

- a two year community college diploma in Accounting;
- two (2) years related accounting experience in a financial accounting environment (including accounts payable and accounts receivable), preferably in a municipal environment;
- an intermediate level knowledge of MS Office (Word, Excel, Outlook);
- knowledge of financial and reporting software applications;
- a proficiency in the use of a keyboard and calculator;
- the ability to work independently in a team environment;
- strong analytical, research, reasoning/negotiation, technical, and problem solving skills;
- a keen sense of accuracy, thoroughness, and attention to detail;
- excellent organization and prioritization skills;
- well-developed interpersonal and public relations skills
- the ability to communicate both verbally and in written form, in a clear, concise, effective and courteous manner in order to establish and maintain effective working relationships with staff and the general public;
- a valid Class "G" Driver's Licence and maintain in good standing, with access to a personal vehicle.

Salary: \$40,550 to \$50,687 per annum

Hours: Monday to Friday - 8:30 a.m. to 4:30 p.m.

Application Deadline: Friday, September 5, 2014

Application Instructions: To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services

575 Rossland Road East, Whitby, ON L1N 2M8

Fax: 905.430.4340 Email: jobs@whitby.ca

Please quote Posting Reference No.: 14-F020-190C

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act. The Town of Whitby is an equal opportunity employer.