Accounts Payable/Receivable Coordinator

Full-Time, Permanent Position
Competition #2026-16

The Township of Georgian Bay is a growing water-based community in the District of Muskoka along the eastern shore of Georgian Bay. We offer a scenic place to live and work, along with a supportive and fun workplace culture that values staff through celebrations, events, and recognition initiatives. We also support work-life balance through a Flexible Work Policy, including work-from-home and compressed workweek options, where possible.

Home to many inland lakes and the gateway to the world-famous 30,000 Islands and Georgian Bay Islands National Park, the Township is rich in history and natural beauty. With a permanent population of approximately 3,500 and a seasonal population of around 17,500, our municipal office in Port Severn is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding communities. Read our Community Profile to learn more.

Position overview: The Accounts Payable/Receivable Coordinator administers all accounts payable and miscellaneous accounts receivable activities, including invoicing, payment processing, and the Township's credit card/purchasing card program. Responsibilities include maintaining ledgers, monitoring credit balances, and addressing account irregularities.

This role also supports other Finance functions and provides backup customer service, including front-counter assistance.

Key duties include:

- Receive incoming accounts payable invoices and distribute to departments for approval.
- Coordinate, prepare, and process approved weekly and bi-weekly accounts payable including special adjustments and reconciliations as needed.
- Ensure that municipal expenditures are recorded accurately in the general ledger.
- Maintain and update vendor records, including new accounts, updates, and electronic funds transfer banking details.
- Administer procurement and oversee the Township's credit card program; respond to staff and vendor inquiries.
- Verify and process monthly, quarterly, and year-end reports and reconciliations (e.g., HST), and support the year-end audit regarding accounts payables and accounts receivables.
- Provide backup support to the Finance and Customer Service Clerk by answering the Township's main telephone line, transferring calls, and recording calls as required.
- Deliver high-quality customer service in person, in writing, and over the phone.

Qualification sand experience:

- Post-secondary diploma in Business Administration, Commerce, Accounting, or Finance.
- Completion of the Municipal Accounting and Finance Program is preferred.
- Two (2) to five (5) years of experience directly related to the role.
- Excellent written communication, verbal communication, and problem-solving skills.
- Demonstrated understanding of customer service principles.
- Experience using Microsoft Office Suite and accounting software.
- Strong attention to detail and high degree of accuracy.
- Ability to maintain confidentiality.

Wage rate: $35.02 to $38.27 per hour, based on a 35-hour workweek, Monday to Friday.

The Township of Georgian Bay offers a competitive benefits package and is a member of the OMERS pension plan.

This is a unionized position with OPSEU Local 328.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on November 13, 2026,** to the Human Resources Department by **email** **jobs@gbtownship.ca**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, personal information collected under the authority of the Municipal Act will only be used for candidate selection.

The Township of Georgian Bay does not use artificial intelligence (AI) to screen, assess, or select applicants.

The Township of Georgian Bay is an equal opportunity employer committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation during the recruitment process, please notify us when contacted for an interview, and we will work with you to meet your needs.