MUNICIPALITY OF
GREENSTONE

EXTERNAL JOB POSTING ADMIN-26-03

Finance Department
Accounting Clerk/Reception - Water

Date Posted: November 20, 2026 Job Type: Temporary/Full-Time
Current Job Description Applies CUPE LOCAL 3045 Rate of Pay: $32.87/hr

GENERAL

The Greenstone Finance Department requires a temporary full-time Accounting Clerk/Reception for the Water Department. The position will be responsible for providing financial and administrative clerical duties associated with the provision of municipal utilities to ensure that transactions are processed in an accurate and timely manner.

QUALIFICATIONS

- Minimum of Grade 12 education.
- Proficient knowledge in bookkeeping and accounts receivable.
- Proficient in computer applications such as iCity, Excel and Word.
- Proficient in utilities and collections administration.
- Proficient in both official languages (oral/written) an asset

REPORTING RELATIONSHIP

- Reporting to the Manager of Finance & Accounting

HOURS OF WORK

- 35 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on November 27, 2026 to:

Al Gordon, Director of Human Resources
Municipality of Greenstone Administration Office
1800 Main Street, PO Box 70
Geraldton, ON P0T 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.