

INTERNAL/EXTERNAL JOB POSTING ADMIN-26-01
Finance Department
Accounting Clerk – Administration

Date Posted: September 1, 2026

Job Type: Casual

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$32.87/hr

GENERAL

The Greenstone Finance Department is seeking a Casual Accounting Clerk – Administration to provide counter reception at Ward offices throughout the Municipality, including the main administrative office in Geraldton as required, and to process payments for taxes, water and sewer, and other accounts receivable.

QUALIFICATIONS

- Minimum of Grade 12 education.
- Basic knowledge of accounting software programs.
- Vocational training in bookkeeping or accounting, with proficiency in computer software programs such as Microsoft Office.
- Proficient in time management and multi-tasking
- Public relations skills.
- Bilingualism an asset.

REPORTING RELATIONSHIP:

- Manager of Finance and Accounting

HOURS OF WORK

- Casual call in between Monday to Friday 8:30 am to 4:30 pm.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 pm, September 8, 2026, to:

Al Gordon
Director of Human Resources
al.gordon@greenstone.ca
Municipality of Greenstone Administration Office
1800 Main St., Box 70
Geraldton, ON POT 1M0

Email:

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.