



Employment Opportunity
ACCOUNTING CLERK II

Temporary Full-Time Position – Up to 18 Months
@ 35 hours/week

The Township of Madawaska Valley is presently accepting applications for an Accounting Clerk II (Temporary Full-Time Position – Up to 18 Months). Reporting to the Treasurer, the position is responsible for all Accounts Payable processes, including year-end and audit reporting and providing assistance and backup relief to the Deputy-Treasurer for taxation and utility billing related duties. This position also performs data entry and backup receptionist, secretarial and support to the Finance Department.

RESPONSIBILITIES:

- Responsible for receiving, verifying, processing and reporting on all duties related to Accounts Payable processes daily with monthly and year-end reconciliations.
- Responsible for data entry, database updates, and provides financial research as required.
- Provides backup reception duties for the Municipal Office, manages public inquiries and provides information to the public in accordance with municipal and legislative policies and procedures.
- Under the direction of the Deputy-Treasurer performs tasks related to the billing and processing of Taxation and Utility accounts, including but not limited to processing S.357s, Minutes of Settlement and tax incentive approvals, penalty write-offs, One-Time Charges, and address changes.

QUALIFICATIONS:

- Post-secondary education in Accounting/Business Administration and/or equivalent experience in business/finance is required.
- Knowledge of computerized accounting systems, online banking experience and use of Office 365.
- Previous experience in a municipal office or other public service environments is an asset.
- Strong analytical and problem-solving skills
- High level of confidentiality and strong interpersonal skills combined with excellent written and oral communication skills.
- Must be a self-starter, able to work independently, and capable of meeting time schedules and short deadlines.

RATE OF PAY: \$31.99- \$37.64 per hour

BENEFITS: OMERS Pension, 2 weeks Vacation, Sick Days available, does not qualify for Group Benefits

A detailed job description, including an expanded list of responsibilities pertaining to this position is available at www.madawaskavalley.ca, or by request at the Municipal Office. The Township of Madawaska Valley does not use AI in the hiring process.

Submit a cover letter and resume via email by 3:00 p.m., Thursday September 03, 2026 quoting “Accounting Clerk II” to admin@madawaskavalley.ca.

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment. If you require a disability-related accommodation to participate in the recruitment process, please email us at cao@madawaskavalley.ca or call our office at 613-756-2747 ext. 210.