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52 Seguin Street, Parry Sound, Ontario P2A 1B4  
Tel: (705) 746-2101 • Fax: (705) 746-7461 • [www.townofparrysound.com](http://www.townofparrysound.com)

**January 30, 2019**

**Job Opening – Accounting Clerk & Administrative Assistant**

Located amidst the 30,000 islands of Georgian Bay and an easy 2-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life. Join us as the **Accounting Clerk & Administrative Assistant** in this full-time permanent unionized position.

**Responsibilities:**

The successful applicant will be responsible to process and record accounts payable transactions, issue purchase orders, verify accounts, prepare computer generated accounts payable summaries, reports and lists, prepare journal entries, reconcile general ledger accounts, and assist with tracking capital projects, project expenses and accumulation of life-cycle costing of the Asset Management activities of the Corporation. This position provides general administrative support to the Finance Department and performs as back-up personnel to the Payroll/Internal Customer Care Clerk.

A complete job description is available on the Town of Parry Sound website ([www.parrysound.ca](http://www.parrysound.ca))

**Requirements:**

The successful applicant must have at least one year post secondary education or training in bookkeeping or accounting, with good knowledge and experience in municipal accounting and especially accounts payable procedures, good knowledge of applicable financial computer applications, ability to perform data entry accurately and quickly, and have excellent interpersonal skills.

**Benefits:**

This is a full-time permanent unionized job with a 2019 wage of 25.97/hour, subject to a five-month probationary period at 91% of job rate. The Town offers a comprehensive and excellent medical and dental benefits package and pension plan.

Please submit by e-mail only and in one document, your resume and cover letter **by 4 PM on Monday February 11, 2019** to: Christine Gilbert, Manager of Accounting, Town of Parry Sound at [cgilbert@townofparrysound.com](mailto:cgilbert@townofparrysound.com).

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

We thank all applicants for their interest. We will contact those applicants selected for an interview.