



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
CORPORATE SERVICES & FINANCE
ACCOUNTING CLERK
FILE #: 2018-68

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Accounting Clerk**. Reporting directly to the Accounting & Budget Supervisor, the Accounting Clerk is responsible for a general accounting and financial functions including posting financial information to the General Ledger, reconciling and monitoring bank accounts, tracking Capital Assets, and preparing month-end reconciliations. In addition, the Accounting Clerk will be responsible for generating, analyzing and distributing reports, assisting with budget and year-end working papers, and special projects.

The ideal candidate will possess the following qualifications:

- Post-secondary education in Business Administration, Accounting or related discipline with 3 years' work related experience; municipal experience preferred
- Excellent multi-tasking and prioritization skills with the ability to remain flexible to varied demands and deadlines
- Ability to work independently and as part of a team
- Excellent mathematical skill using formulas with the ability to identify and apply a wide range of mathematical concepts
- High standards of ethics, professionalism and confidentiality to handle sensitive information
- Demonstrated ability to exercise tact, diplomacy and good judgment at all times
- Strong oral and written communication skills, interpersonal skills as well as strong problem
- Proficiency in Microsoft Office applications, financial software and other related database applications
- Proof of a satisfactory criminal background check

The current salary range for this full-time permanent position is \$26.60 to \$27.88 per hour, as per Band 8 of CUPE Local 2275's Collective Agreement. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your cover letter and resume prior to **4:00 pm on January 17, 2019** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.