

Posting Date: 24 April 2024

JOB POSTING
ACCOUNTING ASSISTANT – PAYROLL AND ACCOUNTS PAYABLE
PERMANENT FULL TIME

The Township of Manitouwadge is located in the heart of the Boreal forest with the Canadian Shield as our backdrop. Located in Northern Ontario, halfway between Sault Ste. Marie and Thunder Bay, the community is a location for year-round outdoor adventure. Our full-service community is seeking a dynamic and experienced individual to assist the Finance Department in achieving the Township's vision to be a trusting, secure, affordable, healthy and spirited community of opportunity. As such, the Township is keen to recruit an experienced and community-minded **Accounting Assistant (Payroll and Accounts Payable)** to help achieve this vision.

Under the general guidance and direction of the Deputy Treasurer, the Accounting Assistant is responsible for the following:

- Accounts payable processing
- Payroll, benefits, and pension processing
- Preparation and submission of monthly, quarterly, and annual remittances
- Assistance with budgetary and financial reporting processes
- Assistance with finance department recordkeeping

The Ideal candidate will have the following qualifications:

- College Diploma or University Degree in Accounting, Business, Commerce, or similar;
- 1 to 2 years of related experience;
- Proficiency in the use of Microsoft Office software applications;
- Accounting software experience with a preference for iCity/Vadim; and
- Municipal experience or knowledge of the municipal sector

Compensation: \$25.87 - \$34.49/hour (Hiring Range, commensurate with qualifications and experience)
\$25.87 - \$43.11/hour (Full Range)
Comprehensive benefits including health, dental, and life insurance
Competitive leave provisions
OMERS pension plan

Applications are being accepted until 4:00 pm on Friday, May 10th, 2024. Please submit your cover letter and resume to:

Aaron MacGregor, Deputy Treasurer
Township of Manitouwadge
1 Mississauga Drive, PO Box 910
Manitouwadge, ON P0T 2C0
deputytreasurer@manitouwadge.ca

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the **Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA)** throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you need assistance.