



**Employment Opportunity**  
**Contract Full Time (18 months)**  
**Finance Clerk**

Wage Range: \$29.34 - \$33.53 per hour

**Come work with us!**

The **Municipality of Centre Hastings** is located in the heart of Hastings County, mid-way between the cities of Toronto and Ottawa, and directly north of the City of Belleville at the intersection of Provincial Highways 7 and 62. Employment with the Municipality of Centre Hastings offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

**Position:**

Reporting to the Director of Finance, the Finance Clerk supports the daily financial operations of the Municipality through accounts payable, accounts receivable, financial data entry, cash receipting, reconciliations, and administrative finance functions. The position also provides front-line customer service and reception support within the Administration/Finance Department. This is a non-union contract position.

**Education and Experience:**

- Post-secondary degree or diploma in Business, Accounting, Finance, Economics, or related field preferred
- Previous experience in accounts payable, accounts receivable, bookkeeping, administrative support, or customer service preferred
- Municipal or government experience considered an asset
- Proficiency in Microsoft Office applications (Word, Excel)
- Experience with financial software, such as Vadim iCity considered an asset
- Strong organizational, analytical, and customer service skills
- Ability to maintain confidentiality and accuracy
- Valid Ontario G Class Driver's Licence and access to a vehicle
- Ability to obtain and maintain a satisfactory criminal reference check

The 2026 salary range for this contract position is \$29.34 - \$33.53 per hour (\$53,398 – \$61,024 annually) based on a 35-hour work week together and optional enrollment in the Ontario Municipal Employees Retirement System (OMERS) Pension Plan.

For a full detailed job description, please visit the Municipality's website at [www.centrehastings.com](http://www.centrehastings.com).

**Qualified candidates are invited to submit a cover letter and resume in PDF format only, in confidence by 10 a.m. on June 16, 2026, quoting "Finance Clerk" to the attention of:**

Alexander Kelly, CPA  
Director of Finance/Deputy CAO  
Municipality of Centre Hastings  
7 Furnace Street  
PO Box 900 Madoc, ON K0K 2K0  
or email: [akelly@centrehastings.com](mailto:akelly@centrehastings.com)

The Municipality of Centre Hastings is committed to providing accommodation for persons with disabilities. Please let us know if you require accommodation. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material are obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.

The Municipality of Centre Hastings does not use artificial intelligence technology to assist in screening and assessing applications for this position.