



MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION

May 2026

JOB TITLE: Finance Clerk
DEPARTMENT: Finance
DIRECTLY RESPONSIBLE TO: Director of Finance

MAIN PURPOSE:

As a Finance Clerk, you will support the daily financial operations of the Municipality through accounts payable, accounts receivable, financial data entry, cash receipting, reconciliations, and administrative finance functions under the supervision of the Director of Finance. The position also provides front-line customer service and reception support within the Finance Department.

KEY RESPONSIBILITIES:

- Enter and maintain accurate financial and vendor data within municipal accounting systems
- Perform routine financial data entry with a high degree of accuracy
- Review invoices and supporting documentation for completeness and coding accuracy
- Assist with reconciliation of financial records, statements, and transaction discrepancies
- Process and record accounts receivable payments and account adjustments
- Maintain organized electronic and paper financial filing systems
- Process day-to-day accounts payable transactions accurately and in a timely manner
- Receive, verify, and process invoices and requisitions for goods and services
- Prepare bi-weekly cheque runs and EFT processing for approval
- Maintain vendor files, cheque registers, and financial records
- Assist with monthly bank reconciliations and journal entries
- Process cash and electronic receipts for taxes and municipal payments
- Prepare cash receipts and associated bank deposits
- Assist with routine financial reporting, reconciliations, and administrative finance projects
- Prepare and submit quarterly HST returns

- Provide front-line reception and customer service support for the Administration/Finance Department, including responding to public inquiries in person, by telephone, and electronically
- Respond to inquiries from vendors, staff, and the public
- Other duties as assigned

EDUCATION/EXPERIENCE/SKILLS TRAINING:

- 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

KEY PERFORMANCE COMPETENCIES:

- Strong attention to detail and accuracy
- Effective written and verbal communication skills
- Ability to prioritize tasks and meet deadlines
- Professional customer service and interpersonal skills
- Ability to work independently and within a team environment
- Ability to maintain confidentiality of financial information
- Ability to adapt to changing priorities and interruptions
- Knowledge of municipal policies and applicable legislation

WORKING RELATIONSHIPS:

- Internal: Director of Finance, Deputy Treasurer, Department Staff, Reception Staff, and Members of Council
- External: Members of the Public, Vendors, Government Agencies, and Financial Institutions

WORKING CONDITIONS:

- Normal stress associated with financial deadlines and public inquiries
- Frequent interruptions and changing priorities in a municipal office environment
- Occasional challenging interactions requiring professionalism and tact