

JOB POSTING

Accounting Assistant – Administration/Treasury

Full-Time Position - 35 Hours per Week – unionized position

Starting salary: \$28.31/hr as per the current Collective Agreement.

The Municipality of Markstay-Warren is seeking a motivated, organized, and customer-focused professional to join our Treasury Department as Accounting Assistant. Reporting to the Treasurer, the Accounting Assistant provides financial and administrative support to the Treasury Department through accounts payable, accounts receivable, cash receipting, customer service, and financial record management. This position plays an important role in ensuring accurate financial records while providing professional service to residents, businesses, and municipal staff.

Key Responsibilities

The successful candidate will:

- Process accounts payable and accounts receivable transactions in accordance with municipal policies and established procedures.
- Receive and process payments for taxes, utilities, permits, and other municipal services.
- Prepare and balance daily cash receipts and deposits.
- Prepare customer invoices and maintain accurate customer accounts.
- Maintain vendor information and assist with account reconciliations.
- Maintain organized financial records, electronic files, and supporting documentation in accordance with municipal record retention requirements.
- Provide courteous, professional, and responsive customer service by telephone, email, and in person.
- Respond to routine inquiries from residents and direct more complex financial matters to the appropriate staff member.
- Assist with month-end and year-end financial processes, including audit preparation and supporting documentation.
- Provide front counter and telephone coverage when operationally required.
- Support continuous improvement initiatives within the Treasury Department and perform other related duties as assigned.

Qualifications

The ideal candidate will possess:

- A college diploma in Accounting, Business Administration, Office Administration, or a related discipline. An equivalent combination of education and experience may be considered.
- Experience in accounting, bookkeeping, accounts payable, accounts receivable, or a related financial environment. Municipal experience is considered an asset.
- Knowledge of general accounting principles and office procedures.
- Proficiency with Microsoft 365 applications, particularly Microsoft Excel, Word, and Outlook.
- Experience using computerized accounting or municipal financial software is considered an asset.
- Strong organizational skills with exceptional attention to detail and accuracy.
- Excellent interpersonal, communication, and customer service skills.
- Ability to manage multiple priorities, maintain confidentiality, and work effectively in a team environment.
- Ability to communicate effectively, both verbally and in writing, in English and French is required.

Why Join Our Team?

The Municipality of Markstay-Warren offers a collaborative and supportive workplace where employees contribute to delivering quality municipal services to the community. This position provides opportunities for professional growth while offering competitive wages and benefits in accordance with the current Collective Agreement.

How to Apply

Qualified candidates are invited to submit a cover letter and resume no later than **4:00 p.m. on August 14, 2026** to:

Marc Serre, Chief Administrative Officer/Municipal Clerk

Municipality of Markstay-Warren

P.O. Box 79

21 Main Street South

Markstay, ON P0M 2G0

Email: hr@markstay-warren.ca

The Municipality of Markstay-Warren is an equal opportunity employer committed to fostering an inclusive workplace. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants requiring accommodation are encouraged to advise the Municipality when contacted.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.