

**POSITION:** Finance Assistant – Accounts Payable

**CATEGORY:** Permanent Full-time, 35 hours week

**HOURLY WAGE:** \$27.44 to \$32.10

Applications are now being accepted for the permanent full-time position of Finance Assistant – Accounts Payable. To apply, please submit your resume and cover letter to [hr@westgrey.com](mailto:hr@westgrey.com) by 4:30 p.m. on September 8, 2025.

## **ABOUT THE MUNICIPALITY OF WEST GREY**

With a population of over 13,500, the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Saugeen, Rocky Saugeen, Beatty Saugeen, and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt, and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas, and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

## **JOB OVERVIEW**

Reporting to the Director of Finance/Treasurer or their delegate, the Finance Assistant – Accounts Payable is responsible for processing all accounts payable for the municipality, including the police services, library services and Elmwood Fire Board.

## **JOB DETAILS**

### **Accounts Payable**

- Enters information to general ledger and prepares cheques.
- Receives and distributes invoices for coding and approval.
- Processes invoices, assigning account numbers and vendor numbers.
- Schedules invoices for payment, files invoices received and paid to maintain a current file of all invoices.
- Identifies invoices with penalties and ensures late payment charges are not incurred.
- Processes and prints cheques, coordinates cheque signing and mails payments.
- Responds to vendor enquiries, giving out information and resolving problems.
- Prepares accounts payable packages for council meetings, approval reports and attaching invoices.
- Key enters information to maintain a current vendor master file.
- Prints and reviews general ledger for accuracy.

## **Administration/Finance**

- Files a variety of documents.
- Operates a variety of office equipment.
- Performs front-line customer service as needed.
- Assists with processing payments as required.
- Acts as back-up for bi-weekly payroll processing.
- Coordinates and administers digital equipment inventories (computers, cell phones, etc.)
- Other duties as assigned.

## **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

- Post-secondary education in business, economics, accounting, or finance would be an asset.
- Demonstrated ability to contribute to and build upon a positive and healthy work environment.
- Exceptional oral communication, political acuity, and strong interpersonal skills to deal with members of the public, staff, Council, and other levels of government.
- Excellent written communication skills with attention to detail and accuracy.
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision.
- Ability to consistently demonstrate initiative, with commitment to change management, quality improvement, and innovation.
- Demonstrated proficiency in Microsoft Office, and other related software; working knowledge of municipal asset management and financial software experience would be considered an asset.
- Standard First Aid/CPR/AED (or ability to acquire within 90 days).
- A valid Ontario Driver's License (Class G).
- Satisfactory criminal record check.

## **WORKING CONDITIONS**

This position is primarily based in a climate-controlled office environment, with regular work hours being Monday to Friday. Frequent computer work with a need for visual and mental concentration is required.

## **EQUAL OPPORTUNITY EMPLOYER**

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Native American status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.