TOWN OF GANDER
Accounting Clerk
Competition # TOG2026-015

The Town of Gander is currently accepting applications for a permanent full-time Accounting Clerk position within the Corporate Services Department.

POSITION IDENTIFICATION

The Accounting Clerk is a member of the Corporate Services team and contributes to the achievement of departmental and organizational objectives. While assigned primary responsibilities, employees are expected to support operational requirements, assist colleagues when needed, participate in cross-functional initiatives, learn new processes, and adapt to changing organizational priorities.

DUTIES & RESPONSIBILITIES

Process invoices, payments, expense claims, and other financial transactions; Maintain financial records and supporting documentation; Perform data entry and assist with account reconciliations; Assist with month-end and year-end accounting activities; Maintain vendor files and supporting financial records; Maintain confidentiality of financial, employee, and corporate information; Reviews and verifies financial information for completeness, accuracy, and compliance with policies and procedures; Support workflow streamlining, system improvements, and reduce manual effort in routine processes; Compiles, analyzes, and prepares information to support management decision-making; Participates in cross-training activities to ensure continuity of departmental operations; Provides backup coverage for accounting and payroll functions during absences or peak workload periods; Establish and maintain effective working relationships with employees, management, external organizations, and the public; Competency around adaptability, collaboration, and shared responsibility for organizational success; Perform other duties as assigned.

WORKING CONDITIONS

Manual dexterity is required to use desktop computers and peripherals; Typically, favorable and in an office setting; Working in a busy office environment with frequent interruptions; Lifting or moving up to 20lbs may be required; Overtime as required; Hours of work Monday to Friday 8:30 AM to 4 PM.

EDUCATION & TRAINING

Completion of a two (2) year diploma in Accounting, Business Administration (Accounting), Finance, or a related field from a recognized educational institution; Two (2) years of experience in accounting, bookkeeping, or financial administration; Experience in a computerized accounting environment; Municipal government experience would be considered an asset; An equivalent combination of relevant education, training, and experience may be considered.

OTHER

Experience with municipal financial software would be considered an asset; Strong organizational and time-management skills; Ensure confidentiality is maintained in all matters; Flexibility, teamwork, continuous improvement, and openness to modernization is considered an asset; Ability to analyze information, solve problems, and make effective decisions; Strong oral and written communication skills; Ability to function independently as well as a member of a team in a fast-paced environment; Clear certificates of conduct, including an RCMP Criminal Record Check and a Provincial Court Check, are conditions of employment; Excellent attention to detail and commitment to accuracy; Proficiency in Microsoft Office 365 (Outlook, Word, Excel, Teams); Applicants must hold a valid Class 5 Newfoundland and Labrador Driver's License.

SALARY: Non-Unionized position, 35 hours/week - $51,924 - $59,878

Interested and qualified applicants are invited to submit their ***cover letter and resume*** on or before Monday, November 9, 2026, to the attention of:

Human Resources
Town of Gander
100 Elizabeth Drive
Gander, NL, A1V 1G7
Email: humanresources@gander.ca

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.