Accounting Clerk & Administrative Assistant

Date: November 4, 2026
Job Posting: **Accounting Clerk & Administrative Assistant**
Location: Municipal Office - 52 Seguin Street, Parry Sound, ON

Reporting to the Supervisor of Accounting, the Accounting Clerk & Administrative Assistant provides accounting, bookkeeping, and administrative support to the Finance Department. This role is responsible for clerical and financial activities associated with Accounts Payable and Asset Management, while supporting the efficient day-to-day operations of the department.

Responsibilities:

Accounting

1. Processes and records accounts payable transactions, ensuring that transactions are correctly coded and approved, including processing manual and electronic payments;
2. Ensure payments are processed accurately and on time, taking advantage of eligible discounts and avoiding late-payment charges;
3. Reconciles vendor statements and ensures all vendor invoices are received, authorized, and processed for payment;
4. Issues and matches purchase orders, contracts and supporting documentation to resolve any discrepancies before payment(s);
5. Ensures that purchasing procedures are in accordance with the Corporation's policies, contracts, by-laws and files accounts payable records and other related documentation;
6. Prepares and distributes financial summaries, reports, and listings using financial software for Council, Directors, staff, and members of the public;
7. Partners with internal and external customers to resolve any invoicing or billing requirement discrepancies;
8. Preparation of journal entries and reconciliation of general ledger accounts;
9. Provides bookkeeping services in support of the management and accounting of the Corporation;
10. Assists with the preparation of year end process;
11. Provides back-up to the Payroll Co-ordinator for payroll related functions, including bank deposits and outgoing mail;
12. Assists with the organization and preparation of various staff events.

Asset Management

1. Assists with tracking capital projects, project expenses and accumulation of life-cycle costing;
2. Assists with the reconciliation of capital assets for accounting and asset management purposes;
3. Assists with the preparation of summaries, reports and plans relating to the Asset Management activities of the Corporation.

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Administration

1. Maintains the department's hard copy and electronic filing system in accordance with the Corporation's Records Management System;
2. Provides clerical support services, word processing, and photocopying, acts as the department's administrative assistant;
3. Updates the Town's web page as required;
4. Answers inquiries, directly and by telephone, and provides factual information to the public relating to accounts payable;
5. Performs as alternate back-up personnel to the Receptionist/Cashier for receptionist and cashier functions;
6. Performs such other related duties within the general parameters of this job description, as may reasonably be requested by the Supervisor of Accounting which may be amended from time to time.

Education, Knowledge and Skills:

1. Diploma in accounting, business administration, finance or a related discipline from a recognized post-secondary institution.
2. Minimum of 3 to 6 months' experience related to this position is required.
3. Ability to accurately interpret and apply financial policies, procedures, purchasing documentation, contracts and approval requirements.
4. Good knowledge, training and experience in municipal accounting procedures.
5. Good organizational skills, initiative and ability to perform tasks without close supervision.
6. Proficiency with applicable financial computer applications including MS Office with an emphasis on Excel.
7. Working knowledge of applicable legislation, policies and programs that affect municipal government.
8. Ability to perform data entry accurately and quickly.
9. Strong attention to detail, accuracy, organization and ability to manage competing priorities and recurring payment deadlines.
10. Excellent interpersonal skills, including an appreciation of the need for tact, confidentiality, and a positive, cheerful and informed approach with the public.
11. Thorough and current knowledge of the Town of Parry Sound and the services of the Corporation.
12. Must be bondable.

Compensation:

This is a unionized permanent full-time position, 35-hour work week with a 2026 compensation range of **$27.62-$30.37 per hour**. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package.

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Application Process:

Interested candidates may submit a cover letter and resume under the subject line, “(your name) – Accounting Payable and Administrative Assistant” to: careers@parrysound.ca

Applications will be accepted until the role is filled.

We thank all applicants for their interest. We will only contact those applicants selected for an interview.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.