



## **Accounting Clerk - Summer Student**

**Municipality of North Grenville**

**POSTING #: FIN-2025-002**

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban centre (Kemptville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital – Ottawa and the St. Lawrence River, only a 30-minute drive along the Veterans Memorial Highway (416), to either destination. Alternatively, for a more leisure journey, North Grenville offers the historic Rideau River managed by Parks Canada.

### **Application:**

The Municipality of North Grenville is seeking to fill a 12-week contract position of Accounting Clerk Summer Student. Interested applicants may submit a cover letter and resume outlining qualifications in confidence to Human Resources by 4 PM, April 18<sup>th</sup>, 2025.

**Please quote "FIN-2025-002".**

Email: [hr@northgrenville.on.ca](mailto:hr@northgrenville.on.ca)

Mail: Municipality of North Grenville  
285 County Road 44, P.O. Box 130  
Kemptville, ON K0G 1J0

### **Responsibilities:**

This position will provide a mix of hands-on experience with financial record-keeping, office administration, and clerical support, allowing the student to gain practical insights into accounting and finance roles.

There will be training in specific accounting tools including internal accounting processes and software tools; and observing and learning from staff in the Finance Department to understand day-to-day financial operations.

### **Qualifications:**

- Post-Secondary education in Accounting and/or Bookkeeping
- College Diploma in progress is preferred

### **Position Description:**

#### **Data Entry**

- Inputting Financial Data: Entering invoices, receipts, and other financial transactions into accounting software or spreadsheets.

- Maintaining Databases: Updating financial records, including accounts payable (AP) and accounts receivable (AR) information, into digital systems.
- Organizing Documents: Sorting and filing financial documents in an organized manner, both electronically and physically, for easy access.

### **Reconciliation**

- Account Reconciliation: Supporting the reconciliation of various accounts such as accounts payable, accounts receivable, and general ledger accounts.
- Data Verification: Checking the accuracy of financial data entered into the system by comparing it with source documents and prior entries.

### **Assist Accounts Payable (AP) Clerk**

- Processing Invoices: Helping the AP clerk process and verify incoming invoices, ensuring that proper documentation and approval are provided.

### **Support to Finance Staff**

- Document Preparation: Assisting finance staff with preparing reports or financial statements by gathering data and creating summaries.
- Filing and Organizing Financial Documents: Ensuring that financial records are kept up to date and properly filed for future reference.

### **General Administrative Support**

- Document Scanning: Scanning and digitizing paper documents for electronic storage.
- Filing and Archiving: Organizing and archiving old records, ensuring compliance with retention policies.
- Performs other duties relevant to the position as assigned

### **Working Conditions**

- Work is conducted in an office environment, ability to sit or stand, often in front of a computer monitor, for long periods of time
- Ability to lift and move objects of under 50 pounds

### **Compensation:**

- The salary for this position is \$17.20/hour.
- Based on a 35-hour work week. Regular office hours are Monday to Friday 8:30 am to 4:30 pm
- This position will start mid-May

The preferred candidate must be willing to provide consent for the Municipality to conduct a criminal background check prior to any employment offer.

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

The Municipality of North Grenville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.