



Employment Opportunity
Township of McNab/Braeside
Finance Clerk
(Full Time, Permanent)

The Township of McNab/Braeside is seeking a detail-oriented, organized, and service-focused Finance Clerk to join our Finance Department.

Reporting to the Director of Finance/Treasurer, the Finance Clerk is responsible for a variety of accounting and administrative functions, including cashiering, accounts payable and receivable, taxation support, and front-desk services. The position plays an important role in ensuring accurate financial transactions and records while providing professional and courteous service to staff, ratepayers, vendors, and the public.

Key Responsibilities

- Acts as Tax Collector and Cashier, receiving and recording payments, issuing general receipts, balancing the cash drawer, and preparing deposits.
- Processes accounts payable invoices, including verifying coding and HST, preparing remittances, payments for signature, and maintaining financial records.
- Provides accounts receivable support, including invoicing, recording payments, and assisting with reminder notices.
- Assists with taxation functions, including tax bill mailings, responding to tax-related inquiries, and explaining basic tax procedures to ratepayers.
- Provides reception and administrative support, including answering telephone calls, greeting visitors, and directing inquiries to the appropriate municipal staff.
- Assists with purchasing supplies and maintaining office equipment and departmental records.
- Maintains confidentiality and the integrity of financial and administrative information.
- Performs other finance and administrative duties as assigned.

Qualifications

The successful candidate will possess:

- Post-secondary education in accounting, business, finance, or an equivalent combination of education and experience.
- Proven experience in accounts payable and other finance-related functions.
- Strong proficiency with Microsoft Office, particularly Excel and Word.
- Experience using computerized accounting systems, such as Vadim iCity, is preferred.
- Experience in a municipal setting is considered an asset.
- Municipal Tax Administration Program and/or Municipal Financial Administration Certificate is an asset.

- Excellent oral and written communication skills with a strong commitment to professional and courteous public service.
- Strong organizational and time-management skills, with the ability to prioritize competing demands and meet deadlines.
- Ability to exercise sound judgment, maintain confidentiality, and identify matters requiring escalation.

Compensation:

Annual Salary: \$51,109.34-59,429.76 per annum.

The Township offers a comprehensive benefits package and OMERS pension plan.

Application Deadline: Friday, September 4, 2026 at 2:00 p.m.

Qualified candidates are invited to submit a cover letter and resume quoting "Finance Clerk" to: jobs@mcnabbraeside.com

A complete job description is available by visiting www.mcnabbraeside.com.

We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes and determining eligibility for employment. The Township of McNab/Braeside is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available upon request for candidates participating in all aspects of the recruitment process.