CLEARVIEW TOWNSHIP

Job Number: #2026-036
Vacancy Status: Existing Vacancy
Posting Date: November 23, 2026
Deadline: December 7, 11:59 PM

Finance Assistant – Utilities

The Corporation of the Township of Clearview

Clearview Township is currently seeking one (1) permanent full-time (35 hours per week) Finance Assistant – Utilities. The primary location of work is on-site at the Township's Administration Centre, located at 217 Gideon Street, Stayner.

Clearview Township is located in a region that has a long history as one of Ontario's favourite tourist and vacation destinations, attracting over two million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of a small-town quality of life.

Key Accountabilities:

Reporting to the Deputy Treasurer, the Finance Assistant – Utilities is responsible for completing the duties for Utility Billing, Accounts Payable, Reconciliation of outstanding accounts, and the clerical duties pertaining to the position. Duties include the billing and collection of water and sewage fees, preparing all regular and final utility billing, and providing customer support for all utility concerns. The Finance Assistant – Utilities also provides a broad range of administrative, mail, and communication support to departments.

Qualifications:

- Recognized Diploma in Business, Accounting, or a related field, together with a minimum of two (2) years of experience in a progressive accounting environment with an emphasis on preparation of journal entries and account reconciliation, preferably in a municipal environment.
- Demonstrated experience in collections and cash handling.
- Strong understanding of current commercial banking practices, property tax legislation, and tax and reporting requirements as per the Municipal Act.
- Demonstrated exceptional customer service skills with the ability to deal with the public effectively in a courteous and professional manner.
- Thorough working knowledge of Microsoft Windows and Office applications and ability to produce professional documents using desktop publishing software.
- Strong attention to detail, a high level of accuracy, and organizational skills.
- Proven analytical and problem-solving skills.
- Possess a high level of initiative and personal integrity.
- Ability and willingness to travel within the community.
- Satisfactory Criminal Record Check.
- Valid Class "G" Driver's License in good standing with dependable personal transportation.

Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal record check prior to finalizing an employment offer.

Salary:

The salary range offered for this position is $63,064 to $77,427 per annum and includes a comprehensive benefits package.

How to Apply:

Interested candidates are invited to forward their resume and a covering letter quoting **job # 2026-036** to Human Resources **by December 7, 2026, at 11:59 pm** to: hr@clearview.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. No phone calls, please. The Township of Clearview does not use Artificial Intelligence (AI) technology at any stage of the recruitment process. The Township of Clearview is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please visit: www.clearview.ca