



# The Township of Frontenac Islands

## **EMPLOYMENT OPPORTUNITY**

The Township of Frontenac Islands is located 20 minutes southeast of the City of Kingston within the Thousand Islands Region. The Township of Frontenac Islands is seeking a Full Time Finance Clerk.

### **Municipal Finance Clerk – 1 Year Contract, Full Time**

Reporting to the Municipal Treasurer, the Finance Clerk is responsible for providing financial administrative support to the municipality's Finance Department. This role involves assisting with the preparation of financial documents, maintaining accurate financial records, processing transactions, and providing customer service to internal and external stakeholders. The Finance Clerk will contribute to the smooth operation of municipal financial processes and ensure compliance with applicable regulations and policies. This includes, but is not limited to, the following:

- Assist with the preparation and maintenance of general ledger accounts.
- Process accounts payable and accounts receivable transactions, ensuring accuracy and compliance with municipal policies.
- Prepare invoices, purchase orders, and payment requisitions. Reconcile bank statements and accounts on a monthly basis.
- Maintain accurate filing systems for financial records and documents.
- Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Federal, Provincial and Municipal statutes Performs the responsibilities of the position consistent with the operational policies of the Township of Frontenac Islands
- Performs complete, accurate and timely record keeping and calculation of accounts receivable/accounts payable in accordance with Township policies and procedures
- Performs complete, accurate and timely financial processing of cash receipts, receivables, processing of cheques and payments
- Performs complete, accurate and timely filing and maintenance of all accounts receivable/accounts payable files, both hard copy and computer.

Preference will be given to candidates who possess the following:

- Two-year post-secondary diploma in accounting or relevant discipline
- An equivalent combination of relevant education and related experience may be considered
- One (1) year of recent and related experience with accounts payable, accounts receivable, purchasing and collections in a computerized financial system

For a full job description please visit our website at [www.frontenacislands.ca](http://www.frontenacislands.ca)

**Compensation:**

This Position is employed 40 hours per week in an office environment. Overtime may be required at times.

The existing 2025 Salary Grid range, currently under review, is \$54,704 - \$66,601 as well as a competitive benefit package.

Please forward your detailed resume with cover letter **by 4:00 pm January 31, 2025** to:

Vanessa Latimer, AMCT  
CAO / Clerk  
Township of Frontenac Islands  
50 Baseline Road  
Gananoque, ON, K7G 2V6  
Tel. 613-544-6348  
Email: [vlatimer@frontenacislands.ca](mailto:vlatimer@frontenacislands.ca)