



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

ACCOUNTS ASSOCIATE

TEMPORARY, FULL TIME (35 HOURS PER WEEK) – 12 MONTH CONTRACT

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Accounts Associate administers Accounts Payable and Accounts Receivable functions for the entire municipality. Performing accounting and clerical tasks relating to effective maintenance and processing of transactions so that corporate obligations and interests are met and maintained.

Major Duties & Responsibilities:

Accounts Payable

- Assists in the Accounts Payable processes, being the first point of contact for the collection of invoices, purchasing cards (P cards), cheque requisitions, etc. from all departments to ensure timely and complete information is collected.
- Sets up and maintains accounts payable and capital files according to corporate records management policy.
- Reviews vendor invoices and cheque requests, sorts, codes, matches and ensures proper authorization is obtained and in compliance with organizational policy.
- Facilitates semi-monthly cheque runs.
- Issues, processes and posts stop payments.
- Responds to inquiries from vendors and employees regarding the status of accounts payable.
- Performs a reconciliation of accounts payable ledgers, clearing and control accounts.

Accounts Receivable

- Assists in follow up action on overdue accounts. Reviews accounts receivable regularly with the Supervisor of Accounting and Capital concerning collectability of accounts.
- Posts monies received for Accounts Receivable.
- Provides the Supervisor of Accounting and Capital with periodic status and activity reports as requested and for reports related to the year-end audit.
- Responds to inquiries from customers and employees regarding the status of accounts receivable.

Other

- Posts monies received for Infrastructure Services, Planning and Development Services and Cemeteries.
- Disperses departmental petty cash by recording entry; verifying documentation.
- Discusses work requirements, plans and priorities with the Supervisor of Accounting and Capital.
- Other duties as assigned by the Supervisor of Accounting and Capital.

Minimum Qualifications and Requirements:

- College diploma from a recognized post-secondary institution with an emphasis on commerce, accounting and office administration.
- Minimum of 1-2 years of progressively responsible accounting experience in a corporate setting with good knowledge of accounts receivable and accounts payable.
- Thorough understanding of accounting procedures and protocols, financial software systems, and the Microsoft Office suite.
- Ability to handle details and multiple transactions with accuracy and effectiveness.

Annual Salary: \$65,668 per annum

To Apply: Interested applicants are invited to submit their cover letter and resume combined in MS Word or PDF format by email to careers@centrewellington.ca by **January 26, 2025**, at 11:59 p.m. Please quote job posting 2025-08 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.