



## **FINANCE – ACCOUNTS ADMINISTRATOR**

Working in the Finance Department, the position of Account Administrator will report directly to the Deputy Treasurer. This is a full-time 15-month Contract position with a 35-hour work week.

### **Responsibilities Include:**

- Maintain and update accounts payable and receivable system
- Receive and process billing requests, paper / electronic bills and invoices from other departments
- Data entry, attach pdf, invoices, processes electronic transfer payments and cheques after verification by Treasurer or Deputy Treasurer
- Prepares year end summaries for Deputy Treasurer's use in audit working papers
- Reconciles general ledger accounts pertaining to accounts payable
- Provide back up when an absence of main customer service representative

### **Qualifications:**

#### Education

- Successful completion of an Ontario Secondary School Diploma
- Post-secondary education in accounting certificate

#### Experience

- One year experience processing in an accounting environment in a medium sized company
- Experience with Microsoft applications – excel, word, outlook
- Experience with accounting (preferably municipal) software
- Communications, organization, and multi-tasking abilities

Consideration will be to candidates with an equivalent combination of education and experience as described in the cover letter and resume.

### **Salary Range:**

- \$56,232 - \$65,784 per year, 35 hours/week

Interested applicants are requested to forward a detailed resume and cover letter (single document, PDF Preferred) marked Last Name, First Name - #14-2026 by May 8, 2026 at noon to [hr@greaternapanee.com](mailto:hr@greaternapanee.com) or in person at:

Town of Greater Napanee  
Attn: Human Resources  
99 Advance Ave, Napanee, ON K7R 3Y5

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants should make their needs known in advance.

We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. We are an Equal Opportunity Employer.