

**The Township of West Lincoln is seeking to hire an
Accounts Payable & Tax Clerk**

The Township of West Lincoln is a picturesque and progressive municipality, located at the westerly end of the Niagara Peninsula within the Regional Municipality of Niagara. Our largest urban area, Smithville, is located halfway between the City of Hamilton and the City of St. Catharines. With a population of approximately 16,000, and a land area 387.02 sq.kms, West Lincoln is proud to have the largest geographical area in the Niagara Region! The Township of West Lincoln is a mix of a rural and urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties. Known as a thriving community that offers an excellent way of life, facilitates opportunities, and has a strong sense of community, the Township prides itself in providing responsive and friendly customer experiences.

The Accounts Payable and Tax Clerk plays a key role in the accurate and timely processing of accounts payable transactions and the maintenance of property tax account records. This position also supports general cashier functions, handling a variety of revenue-related transactions and providing front-line customer service by responding to inquiries related to property taxes and other financial matters—in person, by phone, and via email. In addition, the position provides vital administrative and clerical support to the Finance Division within the Corporate Services Department, contributing to the overall efficiency and effectiveness of financial operations.

The ideal candidate will have a minimum of one year of post-secondary education in Accounting, Bookkeeping, Business Administration, or a related field, with demonstrated proficiency in Microsoft 365 applications, particularly Excel and Word. A combination of equivalent education and practical experience may also be considered. Candidates should possess at least two years of experience working in a financial environment, including a minimum of one year performing accounts payable functions. Experience with municipal financial or taxation systems is considered an asset. The role requires strong analytical and problem-solving abilities, excellent organizational and time management skills, and the capacity to manage tasks independently while maintaining a high level of accuracy and confidentiality. A customer-focused and cooperative attitude is essential, along with a working knowledge of governmental accounting practices and relevant legislation relating to taxation and assessment.

This is a permanent full time unionized position (35 hours per week), with an hourly rate of \$29.46, and includes a comprehensive benefits package and registration with OMERS pension.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **4:30 pm on Thursday May 15, 2025** to:

Human Resources

Email: recruitment@westlincoln.ca

Please put 'AP/Tax Clerk' in the subject line of the email

A detailed Job Description can be found on our website at:

<https://www.westlincoln.ca/en/township-office/jobs.aspx>

We thank all applicants, however, only those selected for an interview will be contacted.

The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.