

## The Township of West Lincoln is seeking to hire an **Accounting 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.

We are seeking a detail-oriented and customer-focused Accounting Clerk to join our Finance Department. This position is responsible for processing accounts payable and payroll timesheets, assisting with cashier duties for various revenues, and providing front-line support for inquiries related to property taxes and water billing. The successful candidate will also provide a variety of administrative and financial support to the department.

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 also possess at least two years of experience working in a financial/accounting environment, including a minimum of one year performing accounts payable functions. Experience with municipal payroll 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.

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 Tuesday June 24, 2025** to:

Human Resources

Email: [recruitment@westlincoln.ca](mailto:recruitment@westlincoln.ca)

Please put 'Accounting 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.***