Job Title:	**Finance Coordinator**
Last Revised:	**June 2026**
Department:	**Finance Department**
Reports to:	**Director of Finance/Treasurer**

PURPOSE OF THE POSITION:

Reporting to the Director of Finance/Treasurer, the Finance Coordinator is responsible for providing administrative support services to all programs within the Finance Department. The Coordinator is responsible for general administrative duties and assisting with matters relating to accounts payable, accounts receivable, taxation, water and sewer, and payroll.

KEY DUTIES AND RESPONSIBILITIES:

- Handle and direct all public inquiries related to the Finance Department.
- Provide front counter and reception services.
- Record revenue received including taxes, water/sewer billings, building permits and any other miscellaneous payments.
- Assist with taxation including prepare tax certificates and liaise with lawyers' offices regarding questions of ownership.
- Set up water accounts, review water readings, investigate off-average readings and assist with billing every two months. Arrange for readings and assist with billings for property sales and final billings.
- Prepare invoices for other Township departments and assist with maintaining Accounts Receivable records.
- Receive and verify all invoices, sort, and match statements to related packing and/or shipping slips.
- Reconcile vendor accounts to monthly statements prior to data entry ensuring accurate balances and resolve any discrepancies in a timely manner.
- Enter invoices grouped by batches ensuring vendors are paid within established time limits avoiding interest charges.
- Ensure compliance with all applicable federal and provincial regulations and Township policies.
- Performing all other job-related tasks or special projects as directed.

POSITION QUALIFICATIONS:

- Completion of Grade 12 education or equivalent and a Diploma in Accounting or Business Administration, or a related field is preferred.
- Excellent oral and written communication skills including superior interpersonal skills.

- Highly motivated team player, with strong technical and analytical skills and an in depth understanding of business operations, processes and internal controls.
- Proficiency in Microsoft Excel and a willingness and ability to learn and apply new technologies.
- Knowledge of municipal accounting procedures is considered an asset.
- Good organization and problem-solving skills with the ability to multi-task and prioritize.
- Bilingualism is required.

OTHER REQUIREMENTS:

- Valid class G driver's license
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all the work requirements of the position.

Applications will be accepted by email to

Zoe Bougie
Director of Finance/Treasurer
treasurer@northglengarry.ca
until
2:00pm on October 29, 2026.

Salary Range: $57,626.39 to $67,777.00, plus pension and benefits.

The Township of North Glengarry is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of North Glengarry will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.