



## Employment Opportunity – General Accountant

**Competition Number:** 010-2026

**Position:** General Accountant

**Department:** Treasury

**Reports To:** Deputy Treasurer

**Location:** Town Hall

**Status:** Full-time, Ongoing

**Pay Band:** 6

**Wage Scale:** \$32.05 - \$40.83 (2026 Wage Grid)

**# of Vacancies:** One (1)

**Hours Per Week:** 36.25 hours

### Job Summary:

The Town of Carleton Place is seeking a detail-oriented and highly organized General Accountant to support the Treasury Department. This position is responsible for the accurate and timely processing of accounts payable transactions, ensuring compliance with municipal policies, purchasing by-laws, approval authorities, and applicable legislation, including HST requirements. The role provides responsive service to internal departments and external vendors, supports month-end and year-end processes, and contributes to strong internal controls and financial stewardship.

### Key Responsibilities:

#### *Accounts Payable and Payment Processing*

- Review and process invoices, ensuring proper documentation, approvals, coding, and HST treatment.
- Maintain vendor records and enter invoices/credits into the financial system.
- Prepare EFT/cheque payment runs and ensure payments align with terms and municipal policies.
- Verify compliance with purchasing by-laws, approval authorities, and budget availability.

#### *Vendor & Staff Support*

- Respond to vendor inquiries regarding invoice status, payments, and statements.
- Reconcile vendor statements and resolve discrepancies with departments and vendors.
- Provide guidance to staff on invoice submission standards, coding, and documentation.

- Promote electronic payment enrollment.

#### *Reconciliations, Reporting & Audit*

- Reconcile the A/P subledger to the general ledger and prepare accruals.
- Maintain organized electronic records in accordance with retention requirements.
- Support year-end audit preparation, including schedules, samples, and reconciliations.
- Maintain schedules for prepaid assets, accruals, and outstanding invoices.

#### *Corporate Credit Cards*

- Issue credit cards as approved and maintain cardholder agreements.
- Review and process cardholder statements, ensuring documentation, coding, and compliance.
- Record transactions and reconcile automatic withdrawals.

#### *Controls & Continuous Improvement*

- Apply internal controls, including segregation of duties and approval verification.
- Support updates to finance policies and documentation of procedures.
- Participate in process improvements, automation initiatives, and system enhancements.
- Maintain confidentiality and comply with municipal privacy requirements.

*The duties listed above are not intended to be exhaustive. Municipal work varies, and responsibilities may be adjusted or expanded to meet operational needs. The General Accountant may be assigned additional tasks or special projects by the Treasurer or Deputy Treasurer as required.*

#### **Qualifications and Requirements:**

- Diploma in Accounting, Business Administration, or related field (approx. three academic years).
- Minimum three (3) years of accounts payable or municipal accounting experience.
- Proficiency in Microsoft Office; advanced Excel and Dynamics 365 Business Central considered assets.
- Strong communication, organization, and problem-solving skills.
- Understanding of accounting principles and A/P best practices.
- Current Criminal Reference Check (within 6 months).

## **Working Conditions**

- 36.25 hours per week in an office environment.
- Occasional after-hours work for special projects; banked time permitted with approval.
- Occasional travel for training or workshops.

## **Benefits:**

- Defined benefit pension plan (OMERS)
- Employee and Family Assistance Program (EFAP)
- Telemedicine Services
- Paid Time Off (“PTO”)
- Short & Long-Term Disability
- Extended Health and Dental Benefits

## **Why Join Us:**

- Be part of a supportive and dynamic team in a fast-growing town.
- Opportunities for professional development and career growth.

## **Application Deadline:**

Accepting applications until June 11<sup>th</sup>, 2026, at 12:00pm.

## **How to Apply:**

Please send your resume and cover letter to [careers@carletonplace.ca](mailto:careers@carletonplace.ca) with the competition number **(010-2026)** in the subject line.

## **The Town of Carleton Place is an equal opportunity employer**

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at [hr@carletonplace.ca](mailto:hr@carletonplace.ca) and we will work with you to meet your needs.

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