



Employment Opportunity – Administrative Support (Treasury)

Position: Administrative Support (Treasury)
Department: Treasury
Reports To: Deputy Treasurer
Status: Full-time, Temporary (6-Month Coverage)
Pay Band: 5
Wage Scale: \$26.29 – \$33.75 (2026 Wage Grid)
of Vacancies: 1

Position Summary:

Provides temporary administrative support to the Treasury Department during a six-month staffing gap. Responsible for organizing financial documentation, supporting invoice intake workflows, assisting with vendor and internal inquiries, maintaining electronic records, preparing basic reconciliations and schedules, and supporting the Treasurer and Acting Deputy Treasurer with routine administrative and clerical tasks.

This role ensures continuity of core Treasury administrative functions while the General Accountant is assigned to Acting Deputy Treasurer duties.

Key Responsibilities:

A. Administrative Support to Treasury

- Treasury admin coordination — Provide day to day administrative support to the Treasurer and Acting Deputy Treasurer.
- Document preparation — Prepare correspondence, forms, checklists, and routine financial documentation.
- Meeting support — Schedule meetings, prepare agendas, and organize supporting materials.

B. Invoice Intake & Routing (Non AP Processing)

- Invoice intake — Receive and log incoming invoices; verify that required documentation is attached.
- Approval routing — Route invoices to appropriate departments for coding and approval.
- Data entry — Enter basic transaction details as directed.
- Follow up — Track outstanding approvals and follow up with departments as needed.
- Note: This role does not perform AP processing or payment execution.

C. Vendor & Internal Support

- Vendor communication — Respond to basic vendor inquiries (e.g., confirmation of invoice receipt, expected timelines).
- Statement review — Review vendor statements and flag discrepancies for review by Treasury staff.

D. Records Management & Filing

- Electronic record maintenance — Maintain organized electronic files in accordance with municipal record retention requirements.
- Document indexing — Ensure invoices, statements, and financial documents are scanned, properly labeled, and stored.
- Audit preparation support — Assemble requested documentation for year end audit.

E. Credit Card Administration (Clerical Support)

- Statement collection — Collect monthly credit card statements and verify completeness of receipts.
- Data entry — Enter basic transaction details as directed.

F. General Administrative Duties

- Maintain office supplies, forms, and Treasury filing systems.
- Assist with mail distribution, scanning, and document preparation.
- Provide backup support to other administrative functions as assigned.

The above describes the primary duties; however, municipal work is varied, and the employee may be required to perform additional tasks as directed by the Treasurer.

Qualifications:

Educational Requirements

- Post-secondary diploma or certificate in Office Administration, Business Administration, or related field experience equivalent to two years.

Experience

- Minimum 2 years' administrative experience in a professional office environment.
- Municipal experience is considered an asset.
- Financial or accounting administrative experience is considered an asset.

Skills and Competencies

- Experience with Microsoft Office programs particularly Word, Excel and Outlook (advanced Excel would be considered an asset);
- Experience using financial software would be considered an asset;

- Demonstrated ability to maintain a professional demeanor and confidentiality when handling public enquiries, multiple demands and complaints;
- Demonstrated exceptional communication skills (both written and verbal);
- Strong organizational skills; ability to manage multiple tasks and deadlines.
- Highly organized with a demonstrated ability to prioritize, set schedules, handle multiple projects and competing demands, and meet deadlines; and
- Must provide a current Criminal Reference Check (dated within 6 months).

Working Conditions:

This position requires working 36.25 hours per week in an office environment, with frequent interaction with internal staff, council members, and external stakeholders. Occasional overtime may be required to meet deadlines or complete projects, including during the software implementation phase. Local travel may be necessary for workshops, training, or meetings. The role demands a professional demeanor, high accuracy, and confidentiality.

Benefits:

- Defined benefit pension plan (OMERS)
- Employee and Family Assistance Program (EFAP)

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:

July 30, 2026, at 12:00 PM

How to Apply:

Please send your resume and cover letter to careers@carletonplace.ca with the competition number **(013-2026)** 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 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.