



## ACCOUNTING CLERK

The Nottawasaga Valley Conservation Authority (NVCA), located near Barrie, Ontario, is a public agency dedicated to innovative watershed management supporting a healthy environment, communities and lifestyles. Our jurisdiction includes 18 municipalities in the County of Simcoe, County of Dufferin, Grey County, and the western part of the City of Barrie and spans approximately 3700 sq. km. Our watershed includes significant landform features, such as the Minesing Wetlands, the Niagara Escarpment, and the Oak Ridges Moraine.

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The NVCA is currently seeking an experienced and dynamic individual looking for a rewarding, exciting and great employment experience to join us in the role of Accounting Clerk.

Reporting to the Director, Corporate Services, this position is responsible for providing a variety of accounting functions for the NVCA.

Key responsibilities include coordination and implementation of full-cycle accounts payable, accounts receivable, payroll and cash management with customers and staff. This position is also responsible for assisting with the annual audit.

Ideally, the incumbent has a diploma in accounting or related field with a minimum of 5 years' experience. The successful candidate will have excellent communication and computer skills and the ability to work both independently and in a team. Experience with Sage 300 is considered an asset. You must have a valid Ontario driver's license.

This is a permanent full-time position. The NVCA offers a competitive benefit package including OMERS (Ontario Municipal Employees Retirement System). Annual salary rate is \$45,663 to \$55,437 (Grade 3 - 2018 salary grid) based on a 35 hour work week.

We invite you to review a detailed job description on our website at [nvca.on.ca](http://nvca.on.ca). Please e-mail your resume to [careers@nvca.on.ca](mailto:careers@nvca.on.ca). Your application must be received by 2:00 p.m. on January 25, 2019.

We thank all applicants for their interest, however, only those candidates under consideration will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us to ensure your accessibility needs are accommodated throughout this process.