



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
(705) 432-2355

Job Position: Accounts Payable Clerk

Type of Position: Full-Time

Hours: 35 hours per week

Pay Range for This Position: \$58,236 to \$68,128

Location: 1 Cameron Street, East, Cannington Ontario

The Township of Brock, having a population of 12,567, is primarily a rural municipality situated on the shores of Lake Simcoe and is home to three urban centres, Beaverton, Cannington, and Sunderland.

Reporting to the Manager of Revenue, this position is responsible for the functions relating to Accounts Payable processing, vendor payments, balancing and reconciliation activity of subledger and statements.

Main Duties and Responsibilities:

- Processing purchasing and accounts payable entries
- Maintain financial software processes and documentation for accounts payable transactions
- Maintain Accounts Payable subledger, monthly reconciliations, analytics and reporting as required
- Maintain monthly purchase processing and reporting
- Manage business unit supplier discrepancies with approver of invoice
- Collaborate with departments to record acquisition and disposal of assets in Asset Management Software
- Maintain capital transaction monthly reporting requirements
- Assist Treasury with reporting requirements, audit requirements and analytics and required

Qualifications and Skills:

- Post-secondary Diploma in Accounting, Bookkeeping, Business Administration or related discipline.
- Three (3) years relevant experience in a municipal Accounts Payable role is preferred
- Excellent time management, organizational skills and attention to detail
- Knowledge of bank reconciliation procedures and experience with electronic vendor payment technology
- Ability to work independently
- Public relations and interpersonal skills

If this information is required in an accessible format,
please contact the Township at 705-432-2355.



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- Strong communication skills, both verbal and written
- Analytical skills related to reconciliations
- Computer operation and keyboarding skills, specifically in financial applications, word processing and excel spreadsheets

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than 4:00 p.m. on **Monday, May 18, 2026**.

Human Resources: hr@brock.ca

The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

hr@brock.ca

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

The Township of Brock does not utilize Artificial Intelligence during the hiring and interview process.

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