

Saugeen Valley Conservation Authority

2025 Accounting Clerk
One full-time, permanent position

Why work for us?

Saugeen Conservation proudly serves fifteen municipalities across five counties: Bruce, Grey, Huron, Wellington, and Dufferin, ensuring comprehensive and collaborative environmental management and conservation efforts throughout these regions. The Administration Office of Saugeen Valley Conservation Authority is situated in the village of Formosa, Ontario, within the Municipality of South Bruce. We offer competitive public sector pay and the opportunity to make a difference in the communities we serve.

Summary of Functions

The Accounting Clerk is responsible for delivering accurate, efficient, and timely financial and administrative support to Saugeen Valley Conservation Authority. This role administers the full cycle of accounts receivable, including invoicing, collections, reconciliations, and reporting, while also supporting payroll functions, campground reservations and records, and reception duties. The position requires strong organizational skills, attention to detail, and the ability to manage multiple responsibilities in a busy office environment.

Qualifications

- Diploma or degree in business administration, accounting or related field
- Minimum of three years of experience in a professional office environment
- Hands-on accounting experience, with a focus on accounts receivable and payroll
- Solid understanding of standard office administration practices and procedures
- Excellent verbal and written communication skills
- Knowledge of the Conservation Authorities Act is beneficial
- Demonstrated ability to provide effective and courteous customer service
- Able to maintain a high level of tact, discretion, and confidentiality
- Proficient in Microsoft Office Suite, with experience using Enterprise Resource Planning (ERP) accounting software
- Possession of a valid Ontario Class G driver's license

Duties and Responsibilities

- Administer accounts receivable program including preparing invoices, coding and posting receipts, reconciling trial balances, issuing customer statements, assigning interest, and preparing deposits
- Reconcile and record monthly credit card payments through accounts receivable

- Assist with accounts payable program including utility and e-transfer payments, credit card reconciliation, and batch processing
- Administer payroll program including timesheet coding, transmission of pay data, distribution of pay advices, preparation of remittances, reconciliations, and annual T4 reporting and distribution
- Maintain personnel records for vacation, sick leave, overtime, and leaves of absence
- Assist with month-end and year-end reconciliations and preparation for auditors
- Provide in-office front desk reception and customer service, including answering phones and greeting clients
- Manage outgoing mail and courier packages, including preparing shipping documentation and scheduling pickups for parcels, documents, and water samples
- Maintain office supply inventory and process purchasing
- Monitor and coordinate office equipment maintenance and service needs
- Campground administration including reservations, refunds, group bookings, overflow camping, and seasonal agreements; manage online campground reservation system
- Assist with the employee uniform program by coordinating with suppliers, selecting appropriate items, placing orders, and distributing uniforms to staff
- Assist with Board Room setup for hybrid meetings, including connecting technology, organizing catering, and providing refreshments for in-person meetings
- Coordinate staff recognition and interoffice events as requested
- Promote and ensure compliance with SVCA Health & Safety Policies and the Occupational Health and Safety Act (OHSA)
- Perform other duties as assigned consistent with the responsibilities of the position

Work Environment and Conditions

This position is based in an office environment and involves standard administrative duties performed during regular business hours. However, during a flood emergency, the role may require flexibility and responsiveness, with working outside of regular hours in a shift format to support documentation, communication, and coordination efforts.

Location

SVCA's Administrative Office, 1078 Bruce Road 12, Formosa, Ontario.

Wages & Benefits

- 37.5 hours per week, full-time, permanent
- Salary range: \$56,091 to \$69,167
- Comprehensive benefit package
- OMERS pension plan
- Enrolment in SVCA's Employee Assistance Program

Start date:

As soon as possible

Closing date for applications:
Friday, October 10th, 2025, 11:59pm

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Human Resources, Saugeen Valley Conservation Authority

careers@svca.on.ca

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. Document file name and email subject line should be your name followed by _AC (e.g. Jane.Smith_AC.pdf).

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

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations or more information about accommodation, please visit: www.saugeenconservation.ca/access or email accessibility@svca.on.ca

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.