

Saugeen Valley Conservation Authority

2025 Administrative Assistant and Payables Clerk
One full-time, temporary, contract 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 Administrative Assistant and Accounts Payable Clerk is responsible for delivering high-quality administrative and financial support to the staff and clients of Saugeen Valley Conservation Authority. This position oversees the full cycle of accounts payable, ensures timely and accurate processing of invoices and payments, and maintains financial records in compliance with internal procedures. In addition to financial responsibilities, this role supports daily office operations including reception, mail handling, recordkeeping, and coordination of services such as office equipment maintenance and employee uniforms.

The role requires strong organizational, customer service, and communication skills, as well as the ability to manage multiple priorities.

Qualifications

- Minimum of three years of experience in a professional office environment
- Ideally two years of hands-on accounting experience, with a focus on accounts payable
- Solid understanding of standard office administration practices and procedures
- Excellent verbal and written communication skills
- Demonstrated ability to provide effective and courteous customer service
- Proficient in Microsoft Office Suite (Word, Excel, Outlook), with experience using Enterprise Resource Planning (ERP) accounting software considered an asset
- Possession of a valid Ontario Class G driver's license

Duties and Responsibilities

- Administer SVCA's accounts payable program, including verifying and coding invoices, reconciling account statements, entering data into SharePoint and the Adagio

Accounting system, preparing cheques for signature, and maintaining vendor records and the online AP database

- Process electronic payments through online banking for government remittances and applicable vendors
- Maintain and update insurance coverage as required
- Coordinate insurance claims and reporting; enter and code monthly vehicle and equipment usage data
- Process and record incoming payments via phone, mail, or electronic means, and issue receipts to customers and staff
- Receive and distribute incoming mail and fax communications
- Manage outgoing mail and courier packages, including preparing shipping documentation and scheduling pickups for parcels, documents, and water samples
- Provide secretarial support; record minutes of Authority meetings when requested, ensure Board Room is set up and connected for hybrid meetings
- Organize catering and refreshments
- Oversee the employee uniform program by coordinating with suppliers, selecting appropriate items, placing orders, and distributing uniforms to staff
- Coordinate and monitor office equipment maintenance and service needs
- Provide support to front-desk reception, including answering phones and greeting visitors
- Promote and ensure compliance with all SVCA Health & Safety Policies and the Occupational Health and Safety Act (OHSA)
- Perform additional duties as assigned, consistent with the scope and 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, for approximately three months
- Hourly wage range: \$29.79 to \$35.47
- Additional 4% in lieu of vacation pay
- Optional enrolment in OMERS pension plan
- Enrolment in SVCA's Employee Assistance Program

Start date:

As soon as possible

Closing date for applications:

Friday, July 18th, 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 _ADMIN (e.g. John.Smith_ADMIN.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).