



Senior Finance Clerk

Finance Department
Permanent Full-Time

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Manager of Revenue and Collections, the Senior Finance Clerk performs a range of core finance and general accounting functions with a strong focus on accuracy, timeliness, and customer service. This position provides high-level backup and technical support in the daily processing of cash receipts, responds to customer inquiries, and delivers advanced support for the tax and payroll functions, including property tax billing, account adjustments, reconciliations, and bi-weekly payroll processing.

The role also supports general accounting activities, including the preparation and posting of general ledger entries, completion of account reconciliations, and preparation of financial reports. The Senior Finance Clerk contributes to special projects and process improvements that support effective, transparent and accountable financial management.

Key Responsibilities:

- Respond to tax-related inquiries; update tax system data; support billing, write-offs, adjustments, and tax sale processes; prepare notices, tax bills, and certificates; maintain tax documentation and website content; and assist with collections and transfers to the tax roll.
- Support bi-weekly payroll, including time entry verification, onboarding/termination updates, ROEs, benefit/deduction reconciliations, and ensure compliance with corporate policies and legislation.
- Provide frontline service to residents; act as secondary (and backup) cashier; process and balance daily payments; prepare deposits; support tax certificates, ownership updates, and payment plan administration.
- Prepare journal entries; assist with reconciliations, accruals, year-end tasks, working papers, and financial analysis; maintain organized financial records; and support internal controls and procedural compliance.

The Candidate

The ideal candidate holds a post-secondary degree in Accounting, Business, or other related field, along with the successful completion of the Municipal Tax Administration Program. They must have a minimum of three (3) years of related experience in taxation, accounting, or related functions. The successful candidate also has strong analytical skills, a solid understanding of accounting principles, and familiarity with corporate policies, provincial tax legislation, and the Municipal Act.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary range between **\$56,532-\$68,780 (2025 Rates)**.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✓ Complimentary access to recreation facilities, including the fitness centre
- ✓ Three personal float days each year for flexibility and balance
- ✓ Flexible work arrangements available to promote work life balance
- ✓ Industry-leading benefits covering health, dental, and wellness support
- ✓ Corporate training and career development programs to support lifelong learning
- ✓ A collaborative, inclusive workplace that values innovation and service excellence
- ✓ Opportunities to engage with the community and make a meaningful impact
- ✓ Employee recognition programs that celebrate achievements and contributions
- ✓ A secure pension plan to support long-term financial well-being

More than a job. A place to grow, belong, and thrive.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **December 15, 2025 at 4:30PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 51-2025

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

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

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Finance Department

1. Property Taxes (25%)

- Respond to inquiries (email, phone, and written correspondence) regarding property taxes, including account balances, tax rates, payment history, property details, and assessment.
- Provide general MPAC assessment information and submit enquiries through Municipal Connect as required.
- Update tax system information accurately, including roll numbers, special area charges, and assessment data; review comparison reports to ensure accuracy prior to billing.
- Support the Property Tax Administrator with tax billing, write-offs, supplemental billing, and account adjustments.
- Prepare, organize, and mail tax bills and reminder notices.
- Calculate monthly penalty and interest on outstanding taxes.
- Prepare and issue first and final notice letters for properties eligible for tax sale proceedings; track payments, process partial payments, and advise taxpayers on resolution options.
- Meet with taxpayers to establish payment plans to prevent lien registration or tax sales.
- Review and sign tax certificates prepared by the Finance Clerk to be issued by the Town.
- Process applications under Sections 357 and 358 of the Municipal Act and forward documentation to MPAC for review by the Property Tax Administrator or Manager
- Maintain tax-related documentation, FAQs, and complete website updates to ensure that online information is current.
- Support collection of outstanding accounts receivable and process transfers of unpaid accounts to the tax roll.

2. Payroll Processing (25%)

- Support bi-weekly payroll processing. This includes time entry and review of departmental entries to ensure accuracy and completeness.
- Verify time and attendance entries in the payroll system, make necessary corrections, and communicate changes as required.
- Support employee onboarding, transfers, and terminations by updating payroll records and calculating payouts or adjustments required.
- Prepare Records of Employment (ROEs) in compliance with legislative requirements.
- Ensure payroll activities are carried out in alignment with corporate policies, procedures, and applicable legislation.
- Assist with payroll-related tasks and reporting as needed.
- Responsible to prepare reconciliation of employment benefits and deduction remittances for review by the Payroll Coordinator or Manager.

3. Customer Service & Cash Receipting (25%)

- Deliver high-quality customer service and maintain strong relationships with residents and internal departments.
- Serve as a secondary Finance cashier; receive and record payments (cash, cheque, debit, credit card) for property taxes, water bills, accounts receivable, parking tickets, and other items.
- Balance and process daily receipts in financial systems, including EFTs, pre-authorized payments, and mortgage company payments.
- Provide backup support to the Finance Clerk, including tax certificate preparation, ownership and mailing updates, NSF payment processing, and mortgage holder communications and updating pre-authorized payment plans.
- Prepare and deliver daily bank deposits as required; ensure secure handling of cash, ensure vault is secured.
- Act as primary cashier during absences, vacations, and peak periods; provide lunch and break coverage as needed.

4. Accounting (25%)

- Prepare and enter journal entries under the direction of senior staff, ensuring accuracy and proper documentation.
- Assist with account reconciliations and working papers, identifying and correcting basic discrepancies.
- Assist with monthly, quarterly, and year-end procedures, including journal entries, accruals, and general ledger reconciliations as required.
- Assist with accounting analysis to support budget preparation and financial reporting.
- Maintain organized records and supporting documentation for financial transactions and audits.
- Assist in maintaining internal accounting controls and updating procedures as directed.
- Monitor departmental policies and procedures to ensure compliance and provide guidance to other departments.

5. Other

- Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- Assist in diagnosing and resolving software, payment processing, and payroll problems alongside internal teams and external partners.
- Assist with financial system enhancements and carry out testing as needed.
- Identify opportunities for process improvement and recommend solutions.
- Develop and maintain job aids and process documentation (SOPs).
- Participate and support departmental projects as required.
- Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-secondary diploma in Accounting, Finance or related field.

License, Registration and Training

- Enrollment in, or working toward, the completion of a professional accounting designation preferred (CPA level 1 or higher).
- Completion of the Municipal Tax Administration Program (MTAP) is preferred (in process or willingness to complete).
- Payroll Compliance Practitioner (PCP) designation is an asset.
- Valid and unrestricted Class “G” driver’s license with access to reliable transportation.

Experience

- Three (3) years of related experience in accounting, taxation, or payroll processing, preferably within a municipal or public sector setting.
- Experience working with municipal financial systems (e.g., Vadim, Brightly, Questica, ADP or similar) is considered an asset.
- Cash handling experience with proven ability to process and reconcile high-volume transactions accurately.
- Demonstrated customer service experience with strong interpersonal and communication skills.

Knowledge/Skills/Abilities

- Working knowledge of accounting principles, cash handling, and reconciliation practices.
- Understanding of property tax and/or payroll processes, pension plans with knowledge of the Municipal Act, Assessment Act, and relevant provincial tax legislation.
- Strong analytical skills with the ability to interpret and apply financial principles, practices, and procedures.
- Proficiency with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) and financial management software; experience with municipal finance systems is an asset.
- Advanced computer literacy, including the use of accounting systems, spreadsheet, and word processing applications.
- Exceptional organizational skills with the ability to manage competing priorities and meet deadlines.
- Ability to maintain confidentiality and handle sensitive financial and personal information with discretion.
- Problem-solving skills with sound judgment in applying policies and procedures.
- Strong attention to detail and accuracy in processing high-volume financial transactions.
- Effective interpersonal and communication skills, both oral and written, with the ability to build and maintain positive working relationships with colleagues, residents, and stakeholders.
- Team-oriented, collaborative, and supportive of colleagues, while also able to work independently.

A combination of education, training, and experience may be considered.