



Finance Clerk – Payroll/Accounts Payable – Permanent

The Township of Stirling-Rawdon is a lower tier municipality in Hastings County, Ontario. With a population of 5,000, this friendly community is only 15 minutes north of Belleville and directly north of Quinte West.

The Finance Clerk – Payroll/Accounts Payable reports to the Deputy Treasurer and is responsible for the accurate and timely processing of all payroll and accounts payable functions, ensuring compliance with legislative, policy, and collective agreement requirements.

The incumbent will maintain precise financial records, process employee payroll and benefit transactions, reconcile accounts, and ensure that vendors and suppliers are paid within established timelines. The Finance Clerk serves as a key point of contact for staff, Council, and external stakeholders regarding payroll and accounts payable inquiries, providing professional, courteous, and confidential service.

Through attention to detail, sound judgment, and a commitment to accuracy, the Finance Clerk – Payroll/Accounts Payable contributes to the effective management of municipal finances and supports the overall fiscal accountability of the organization.

The preferred candidate will have:

- Post-secondary education and/or equivalent experience in business, accounting, or finance is required.
- Minimum of three (3) years of experience in payroll, benefits, and pension administration.
- Minimum of one (1) year of experience in accounts payable.
- Completion of an accredited payroll designation such as Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) through the National Payroll Institute is considered an asset.
- Knowledge of computerized accounting and payroll systems is required; experience with USTI - Asyst or similar financial software is an asset.
- Experience working in a municipal or public sector environment is considered an asset.

Wages: \$26.88 - \$33.5/ hour. Compensation also includes a competitive benefit package and membership in OMERS, a defined benefit pension plan.

Location: 2529 Stirling Marmora Rd, Stirling, ON

To apply please submit your resume and a cover letter by October 27, 2025 to hr@stirling-rawdon.com. A detailed Job description is provided on the Township's website www.stirling-rawdon.com.

Eligibility Statement

All candidates must:

- be legally able to work in Canada.
- be able to provide acceptable criminal records background check (CPIC).

Equity Statement

In accordance with the Accessibility for Ontarians with Disabilities Act, Stirling-Rawdon Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Clerk at clerk@stirling-rawdon.com or 613-395-3380 ext. 2234 if you require accommodation.