JOB POSTING: FIN 26-02

Payroll / Accounts Payable Clerk
Finance

Job Type: Full-Time, Permanent, Non-Union
Work Hours: 36.25 hours/ week
Pay Band: 9 | $34.41 – $39.33/ hour
Date Posted: November 4, 2026

Job Summary

The Payroll / Accounts Payable Clerk is responsible for processing payroll, maintaining employee records, and managing accounts payable functions. This position ensures the timely and accurate payment of employees and vendors while complying with all relevant regulations and policies.

Qualifications

- Diploma in Accounting, Finance, Business Administration, or a related field.
- Payroll certification is an asset.
- Minimum of 3 years experience in payroll processing and/or accounts payable.
- Proficiency in payroll and accounting software.
- Strong understanding of payroll regulations, tax laws, and accounting principles.
- Ability to multitask and work under pressure to meet deadlines.
- Ability to handle sensitive information with discretion.
- Strong organizational, communication, problem-solving, documentation and customer service skills; ability to communicate effectively in English and French.

Working Conditions

- Regular daytime schedule with occasional overtime during peak periods such as payroll deadlines and year-end processing.
- Intermittent focus and precision required. Regular exposure to computer screens.
- Primarily based in an office setting, focusing on administrative tasks, with occasional high-stress requirements.

Benefits and Pension Plan

In addition to a stable municipal work environment, this position offers access to a comprehensive employee benefits package upon successful completion of the probationary period. Employees are also enrolled in the OMERS pension plan as of their start date, supporting long-term financial security from day one.

A detailed job description is available on the Town of Hearst website, www.hearst.ca.

Questions regarding the roles and responsibilities of this position can be directed to:

Sonia Coll, Finance Coordinator, Town of Hearst
Email: scoll@hearst.ca

Interested candidates may submit a cover letter and resume by **4:00 p.m. November 26, 2026,** using the subject line **"(your name) – FIN 26-02",** to the following address:

Jean-Michel Vachon, Director of Human Resources, Town of Hearst
Email: hr@hearst.ca

The Corporation of the Town of Hearst is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. Accommodations are available upon request for candidates participating in all aspects of the recruitment process. Personal information collected during the recruitment process is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for employment recruitment purposes. We thank all applicants for their interest; however, only those selected for an interview will be contacted.