

# Employment Opportunity:

## Finance Clerk

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The Town of Wolfville is inviting applications for a *permanent, full-time Finance Clerk*.

Reporting to the Director of Corporate Services, this role is the first point of contact for all business at Town Hall.

This position supports community navigation of Town services, accepts payments, and performs various financial tasks. You will also contribute to financial health of the Town, while working closely with all departments, Council, and residents.

We are seeking candidates with post-secondary education in finance, business, or office administration or equivalent experience. The ability to prioritize multiple tasks is essential; please tell us about your experience with task prioritization in your cover letter.

### Equity and Inclusion

The Town of Wolfville welcomes and encourages applications from all qualified candidates, including Indigenous peoples, Black and other racialized individuals, people with disabilities, newcomers to Canada, members of 2SLGBTQIA+ communities, and others with diverse lived experiences.

If you require an accommodation at any stage of the recruitment process, please contact **Barb Shaw, Accessibility Coordinator at 902-679-9124 or at [bshaw@wolfville.ca](mailto:bshaw@wolfville.ca)**.

We are committed to working with applicants to meet their needs.

### How to Apply

Submit your resume and cover letter on Indeed or by email to [dgibson@wolfville.ca](mailto:dgibson@wolfville.ca) with *Finance Clerk Application* in the subject line.

Applications will be accepted until **4:30pm on January 2, 2026**. A full job description can be viewed on our website at [www.wolfville.ca](http://www.wolfville.ca).

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