

# Employment Opportunity: Finance Clerk



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## Finance Clerk

[December 2025]

<b>Position Title:</b>	Finance Clerk
<b>Reports to:</b>	Director of Corporate Services
<b>Direct Reports:</b>	NA
<b>Salary Range:</b>	Grade 2 (\$49,258-\$65,143)
<b>Position Type:</b>	Permanent, Full-Time

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### About the Role

The Finance Clerk is responsible for supporting the Corporate Services Department, Town staff and the public by being a first point of contact for all business at Town Hall. This includes supporting community navigation of Town services, accepting payments, and performing various financial tasks.

The Finance Clerk will interact with community members, staff, Council, and those who do business with the Town regularly. The Town will be implementing a new accounting system in the coming years, and this role will be involved in the research and implementation.

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### Key Responsibilities

#### Front Counter, Reception & Navigation Duties

- Welcome community members to Town Hall and assess their needs.
- Support community navigation of Town services by resolving questions or concerns with care and empathy
- Communicating and working closely with other staff navigators.
- Process incoming payments, in person and online.
  - Import, reconcile, and post EFT payments
  - Manage payments from recreation through the Amilia software.
  - Record PACE Atlantic loan payments.
- Administer parking ticket billing and revenue.
- Administer animal licensing.
- Pick up and drop off mail, including scanning and distribution of incoming mail items.
- Reconcile, prepare, and deliver daily bank deposit.

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## Finance

- Prepare sundry invoices.
- Prepare Tax Certificates.
- Download Deed Transfer Tax Affidavits for data retention.
- Serve as backup for the Taxes/Utility Clerk.
- Assist Corporate Services team, as required.

## General Duties

- Update the website with required reporting and current financial information, as needed.
- Order office supplies and equipment, including replenishing the coffee station.
- Adhere to all Provincial and Municipal Occupational Health and Safety policies, guidelines, and standard operating procedures.
- Serve as Commissioner of Oaths.
- Perform other job-related duties as assigned.

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## Qualifications and Experience

### Education and Registration

- Post-secondary education in finance, business, or office administration or equivalent.

### Experience

- Minimum of 3-years' related work experience.
- Experience with Laserfiche and Microsoft Dynamics GP considered an asset.
- Equivalent lived experience

### Technical Skills

- Customer Service.
- Cash Handling.

### Core Competencies

- Excellent customer service ambassador.
- Time management and organizational skills.
- Attention to detail.
- Good numerical skills.
- Strong computer proficiency, including Microsoft Office Suite with an emphasis on Excel.
- Ability to follow and adhere to policies and procedures.

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## Working Conditions

- The work is performed on-site at Town Hall in an office environment
  - The standard hours of work are Monday to Friday 8:30am – 4:30pm (7 hours daily)
  - Participation in emergency management, as required.
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## Commitment to 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.

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## How to Apply

Submit your application, including a cover letter and resume on Indeed or by email to Diana Gibson at [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**.

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

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Approved by

Date of Approval

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Glenn Horne,  
Chief Administrative Officer

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December 18, 2025