

Accounting Clerk (Clerical III)

Employment Status:	Temporary, Full-time – 9 Month Contract
Compensation Range:	\$27.90 to \$31.43 / 35 hours per week
Location:	399 Ridout St. N, London, ON
Union/Non-union:	CUPE 101.5

POSITION OVERVIEW

Reporting to the Accounting Supervisor, the Accounting Clerk supports the Finance/Treasury Department by performing a range of accounting and clerical functions. This role is responsible for assisting with the maintenance of the general ledger, accounts payable, and accounts receivable, while ensuring all work is completed in accordance with accepted accounting practices, internal procedures, and County policies. The Accounting Clerk also provides day to day support to the accounting team to ensure accurate financial records and smooth financial operations.

QUALIFICATIONS

- Completion of a community college business/accounting diploma
- One year experience in bookkeeping or accounting.
- Current Criminal Record Check that is satisfactory to Middlesex County.
- Proficiency with computerized financial systems and applications, including municipal accounting software (e.g., Great Plains, Questica)

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m.** on **February 19, 2026**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

This position is an existing vacancy.

WHAT WE OFFER

Flexible Work Opportunities
OMERS Pension Plan
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE:	Accounting Clerk	
DEPARTMENT:	Treasury	
REPORTS TO:	Accounting Supervisor	
EFFECTIVE DATE:	February 2026	POSITIONS SUPERVISED: None

POSITION SUMMARY:

Provides accounting functions, maintaining the general ledger, accounts payable, accounts receivable in accordance with acceptable accounting practices.

PRINCIPAL RESPONSIBILITIES:

1. Assist the accounting and finance department with day-to-day financial operations as needed
2. Support various ongoing and ad hoc financial projects, including data gathering, reconciliation, and analysis
3. Process routine accounting transactions such as invoices, payments, journal entries, and expense reports
4. Maintain accurate and organized financial records in accordance with internal procedures
5. Assist with account reconciliations and basic review of balances for accuracy and completeness
6. Provide administrative and clerical support to accounting staff during peak periods (month-end, year-end, audits)
7. Help track project-related expenditures and support budget monitoring efforts
8. Respond to internal inquiries and provide general accounting support across departments
9. Assist with system updates, transitions, or process improvements as they arise
10. Perform other accounting and administrative duties as assigned to support departmental needs

MINIMUM QUALIFICATIONS:

1. Completion of a community college business/accounting diploma
2. One year experience in bookkeeping or accounting.
3. Experience with a computerized (Great Plains) accounting system.