



# Employment Opportunity

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## Accounting Coordinator

The Township of Essa is a dynamic and fast-growing municipality with a current population of approximately 23,500, located in the County of Simcoe and southwest of the City of Barrie. Applications are being accepted to fill the requirements of an Accounting Coordinator position within the municipality's Treasury Department.

Reporting to the Deputy Treasurer, the Accounting Coordinator will be responsible for providing accounting services related to the processing of general, developer, fire, parks and recreation receivables, accounts payable along with backup for payroll.

### Key Qualifications:

- Post-Secondary education/training or college diploma in Business or an equivalent program.
- Minimum one (1) year accounting experience.
- Knowledge of bookkeeping procedures, word processing, Excel spreadsheet/database management.
- Prior experience in payroll would be considered an asset.
- The ability to maintain professionalism and confidentiality of information at all times is critical.

This is a full-time position based on 35 hours per week. Salary range is \$49,349.24 - \$58,067.08 (2025 – currently under review). Essa Township offers benefits and a competitive compensation package.

Qualified candidates are requested to forward their cover letter and resume by the closing of this posting of 3:00 pm on January 31, 2025 to:

Accounting Coordinator Recruitment  
Attention: Athena Piskopos, Executive Assistant/HR Coordinator  
Township of Essa, 5786 County Road #21, Utopia, Ontario L0M 1T0  
[apiskopos@essatownship.on.ca](mailto:apiskopos@essatownship.on.ca)

The Township of Essa is an equal opportunity employer. Accommodation will be made, upon request and where appropriate. We are dedicated to creating a workplace culture of inclusiveness and welcome applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.