

Accounting Clerk

Town of Three Rivers

Prince Edward Island

The Town of Three Rivers is a town within Kings County in beautiful Prince Edward Island that was incorporated on September 28, 2018, through an amalgamation of seven municipalities and adjacent unincorporated areas. The Town has continued to prosper and grow since its early days, and now its diverse communities thrive in their own unique ways, from tourism, culture and arts, agriculture, environmental engineering, hospitality and more, which makes Three Rivers the dynamic, flourishing town that it is today.

The Town of Three Rivers is currently seeking an **Accounting Clerk**.

Reporting to the Manager of Finance, the Accounting Clerk maintains accurate and organized financial documentation for the Town, oversees accounts payable by analyzing and following up on outstanding invoices, and prepares accounts receivable invoices, processes incoming payments, and completes daily deposits. The Accounting Clerk also verifies and processes purchase orders, expense claims, and vendor payments. They assist with year-end audits and prepare financial management forms, support utility billing tasks, including opening new accounts, processing payments, and transferring accounts, and respond to inquiries from the public, vendors, and internal departments regarding financial transactions, policies, and procedures. Additionally, they provide essential administrative and reception services, support assigned committees and Town and Utility staff by typing correspondence, preparing meeting materials, and recording minutes.

As an ideal candidate, you excel at planning, organizing, and executing multiple tasks with the utmost confidentiality. You build friendly and productive relationships with colleagues, the public, and external partners through clear and professional communication while providing exceptional customer service, effectively handling inquiries and delivering concise financial information. You demonstrate robust analytical and reporting skills, especially with spreadsheets, and swiftly identify and resolve discrepancies. Technically adept, you adapt to financial systems and regulations while maintaining high standards of performance. With a respectful and professional demeanor, you are a collaborative team player who models the values of a constructive workplace culture, with a strong commitment to health, wellness, and safety.

Qualified candidates must have a diploma in Accounting, Office Administration or Business Administration from a post-secondary institution. They should have at least two years of accounting experience, preferable in a municipal or public sector environment. They must also have demonstrated computer proficiency with financial management software, databases and spreadsheets with advanced knowledge in the use of Microsoft Office software. Equivalent education and experience will be considered.

The Town of Three Rivers is committed to employment equity and diversity and encourages applications from all qualified candidates including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; people with disabilities and all other equity deserving groups.

The Town of Three Rivers offers an attractive benefits package including a pension plan and medical/dental coverage. Salary Range: \$46,010 - \$58,850.

To apply for this opportunity, please submit your application to Danielle Herring, Deputy CAO at dherring@threeriverspei.com, on or before **July 31, 2026** and **state the title of the position in the subject line of your e-mail**. For a copy of the full job description, please also email the above address.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.