



**Township of Havelock-Belmont-Methuen**  
**Employment Opportunity:**  
**Finance Assistant – Accounts Payable**  
**Full Time – Permanent**  
**Hourly Wage: \$27.34 – \$31.69**  
**Closing Date: January 13, 2026 at 4:30pm**

The Township currently has a job opening for the position of Finance Assistant - Accounts Payable. Reporting to the Deputy Treasurer, the Finance Assistant – Accounts Payable is responsible for a variety of administration functions including accounts payable, utility accounts administration, energy consumption administration, answering of front-line telephones, and front counter customer service duties.

The Township offers a comprehensive benefits package, enrollment in the Ontario Municipal Employees Retirement System (OMERS) Pension Plan and a competitive wage that corresponds with education, experience and working abilities.

The incumbent must possess the following qualifications:

- Ontario Secondary School Diploma (OSSD)
- Post-Secondary School Diploma, in a two-year Business Administration program, or equivalent experience and responsibility in an office setting
- Minimum two (2) years of experience in a municipal or public sector office environment, involving financial and administration duties, is preferred; and
- Advanced computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint). Familiarity and/or previous experience with Keystone Complete Software will be considered an asset.

A detailed job description can be found on the Township website at [www.hbmtwp.ca](http://www.hbmtwp.ca). Please submit a cover letter and resume, clearly marked with the position title: “Finance Assistant – Accounts Payable,” by email or regular mail no later than **4:30 pm on January 13, 2026** to:

Kayla Spooner  
Deputy Treasurer  
Township of Havelock-Belmont-Methuen  
P.O. Box 10, Havelock, ON K0L 1Z0  
[kspooner@hbmtwp.ca](mailto:kspooner@hbmtwp.ca)

*Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.*