

Woolwich Township Job Posting



Date: December 18, 2025
Position: Finance Generalist
Positions Available: One Temporary Full Time

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Financial Services currently has an exciting new opportunity and is seeking a temporary full-time Finance Generalist. This position is funded through additional project funding and will be available for up to twelve (12) months.

Purpose of Position and Profile

The Finance Generalist provides flexible, cross-functional support to the Finance Department during a major system and process improvement project. This role performs backup and relief coverage for Accounts Payable, Accounts Receivable, and Customer Service functions, ensuring continuity of daily operations while core staff focus on project deliverables. This position also supports project-related activities, including preparation of training documentation, system testing, data validation, and data clean-up tasks.

Responsibilities:

- Serve as a first point of contact for finance related inquiries
- Process invoices, payments, and vendor transactions in accordance with established policies and procedures
- Prepare and issue customer invoices and accurately apply payments
- Assist with reconciliations, filing, and month-end close activities
- Maintain accurate and organized electronic records
- Assist in the development of training materials and process documentation
- Support data clean-up activities, including verifying and correcting financial data
- Participate in system testing and document results
- Provide administrative and analytical support to project teams
- Work collaboratively with Accounts Payable, Accounts Receivable, and Customer Service teams
- Communicate effectively with internal stakeholders to ensure smooth workflows
- Identify process gaps and recommend improvements to enhance efficiency and accuracy
- Other duties as assigned

Qualifications, Knowledge, Skills and Work Requirements:

- Post-secondary degree in Accounting, Business Administration, or related discipline
- A minimum of 2 years of experience in a municipal environment, preferred
- Knowledge of accounting principles
- Proficient with financial software, ERP systems, and Microsoft Office
- Strong communication and organizational skills
- Proven ability to manage multiple priorities in a fast-paced environment
- Experience preparing training and procedural documentation, an asset
- Data clean-up, validation, or quality assurance experience, an asset

This position offers a salary range of \$53,422.00 to \$66,778.00.

Regular hours of work will be 35 hours per week in an office environment. Typical office hours being Monday to Friday, 8:30 am to 4:30 pm, with flexibility for working evenings and weekends, as required.

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Thursday, January 8th, 2026. Please quote job posting 2025-62.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted. External applicants will be considered after the internal process has been completed.

Information collected will be used in accordance with Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.