



Ajax Public Library
55 Harwood Ave. S.
Ajax, ON L1S 2H8
905-683-4000
ajaxlibrary.ca

Position: Finance Assistant
Classification: Full-Time, Exempt
Location: Main Branch with occasional travel to other locations, and hybrid
Salary/Wage: \$73,934.80 - \$92,419.05
Schedule: 35 hours per week, evenings and weekends required
Date Posted: Monday October 26, 2026
Internal Closing Date: Monday November 2, 2026
External Closing Date: Monday November 9, 2026

Position Summary

Under the direct supervision of the Manager of Corporate Services, and as part of the Library's leadership team, the Finance Assistant is responsible for accounts payable and receivable, payroll administration, bank and account reconciliations, pension and benefits administration, purchasing, financial record maintenance, and reporting. Working closely with internal staff, vendors, government agencies, and other stakeholders, the successful candidate will help ensure the accuracy, efficiency, and integrity of the Library's financial and payroll processes while providing excellent administrative support across the organization.

Education and Experience

- Community College Diploma in Business Administration/Accounting from a recognized post-secondary institution
- Minimum of two years' relevant experience in the public sector or in a mid-sized not-for profit environment; Library experience an asset

Preferred Skills

- Demonstrated experience using Dayforce to administer payroll, process year-end adjustments, and prepare T4 statements.
- Working knowledge in Sage Intacct for accounts payable and accounts receivable functions, including preparing journal entries, maintaining the general ledger, and producing monthly financial statements.
- Experience collaborating with external auditors and supporting the preparation of year-end and audited financial statements.
- Knowledge of employee benefits administration and pension programs, including the OMERS Defined Benefit Pension Plan.
- Possession of a valid Class G Driver's Licence.

Position Responsibilities

Key Duties

- Utilizing an automated accounting/bookkeeping software program Sage Intacct, provides accounts receivable & accounts payable support by preparing and mailing invoices as required, entering accounts payable data, preparing accounts payable cheques, and preparing general ledger entries, in order to produce corporate financial statements.
- Reconciling bank statements and preparing ledger entries with transactions that occur through the bank statements. Completes journal entries for year end, in preparation of the Audit statements.
- Reconciles yearly statements for CRA.
- In charge of Petty cash fund and distribution.
- Orders library materials, goods and services. Ensure that purchase orders are correctly completed and authorized. Investigates purchasing discrepancies, outstanding orders and general purchasing queries.
- Reconciles fee revenues to ILS and cash register records. Prepares cash floats, bank deposits and is responsible for daily bank deposit transactions.
- Responsible for administering payroll, including entering payroll data via electronic payroll software with Dayforce, verifying payroll calculations, reconciling year-end reports, acting as liaison with payroll processing company, as required, preparing T4s
- Enroll, updating and maintaining records for employees for OMERS and benefits status.
- Maintains financial record keeping adhering to the retention policy.
- Acts as a liaison with various government agencies, vendors, suppliers and other stakeholders.
- Prepare various statistical reports, as directed.
- Other library related duties as assigned.

Core Competencies

Accountability: Accepts responsibility for actions, results, and risks.

Analytical Skills: Identifies and addresses key issues, draws logical conclusions, and makes recommendations for action.

Attention to Detail: Follows procedures and ensures accuracy in transactions. Corrects own errors.

Communication Skills: Writes and speaks effectively, using conventions proper to the situation. States own opinions clearly, concisely, tactfully, and explains the reasoning behind the opinion. Maintains confidential communications, as needed.

Customer Service Focus: Understands service objectives. Listens and responds effectively to customer questions; attempts to resolve customer problems to the customer's satisfaction; applies

corporate principals to customer service, including the commitment to exceed customer expectations.

Effective Decision Making: Recognition of issues/problems, analytical skills, awareness of consequence of actions.

Initiative: Plans work and carries out tasks without detailed instructions. Responds to situations as they arise with minimal supervision.

Problem Solving: Anticipates problems; adapts well to changing priorities, deadlines and directions; is willing to take action, even under pressure, criticism or tight deadlines; notifies supervisor of problems in a timely manner.

Teamwork: Collaboration; creation of plans; compromise

Reliability: Personally responsible; completes work in a timely, consistent manner; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.

Technical and Professional Competence: Attention to detail, results oriented, job knowledge, continuous development, understand and utilizes technology.

What's In It For You

- Competitive compensation and overall benefits package;
- OMERS defined benefit pension package;
- Free on-site parking;
- Confidential Employee and Family Assistance Program (EFAP);
- Employee membership to Town of Ajax Fitness Facilities;
- Engaged learning culture and professional development opportunities;
- Collaborative team members who are driven by the Library's shared values and who are constantly inspired to do great work.

We Value

- **Intellectual Freedom:** We defend democratic principles, freedom of thought and expression.
- **Connection:** We facilitate connections to knowledge and to one another.
- **Inclusion:** We welcome people from diverse backgrounds and lived experiences.
- **Equity:** We strive to remove barriers and empower the entire community in pursuit of their goals and achievements.

Application Information

How to Apply

Candidates are invited to apply electronically to libraryjobs@ajaxlibrary.ca.

Cover letter and résumé must be submitted in Word or PDF format.

Job posting will close at 5:00 p.m. on Monday November 9, 2026.



Contact and Use of Information

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for candidate selection.

Provisions of Employment

Please note Ajax Public Library requires a satisfactory vulnerable sector/Criminal Records Check from all successful candidates.

Diversity and Accessibility in the Workplace

Ajax Public Library is an equal opportunity employer, committed to diversity and accessibility within the workplace, and ensuring all employees feel valued, respected, and supported. As a best practice, Ajax Public Library embraces diversity and gender expression through policy, staff training, and providing positive spaces. The Library encourages applications from all qualified candidates. Accommodation will be provided in all parts of the recruitment process as required. Applicants are asked to make their needs known in advance. Any information relating to accommodation measures will be addressed confidentially.