ALGONQUIN FORESTRY AUTHORITY

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Job Opportunity – Wood Measurement Clerk - Huntsville

The Algonquin Forestry Authority (AFA), an Ontario Crown Agency invites applications for a two year contract opportunity in the position of Wood Measurement Clerk - Huntsville. It is anticipated that the position may become permanent at the end of the contract. This recruitment process may be used to fill similar opportunities within the organization as they arise. The AFA is an innovative and progressive organization charged with ensuring the long term health of Algonquin Park forests while producing a sustainable supply of forest products for the industry subject to the Crown Forests Sustainability Act.

The Wood Measurement Clerk will report to the Treasurer at the AFA's office in Huntsville, Ontario. Located in the heart of Muskoka, Huntsville offers a wide variety of amenities including year-round recreation opportunities, secondary and post-secondary educational facilities in the region, and is a 2 hour drive north of the GTA.

What can I expect in this role?

In this role, you will:

- Review wood measurement data, contractual sales agreements, make calculations, reconcile and produce invoices for the sale of wood.
- Review wood measurement data, contractual production agreements, make calculations, reconcile and produce contractor advances for the cost of wood produced.
- Act as the AFA lead person with the collection, monitoring, processing and control of wood measurement information related to Crown Stumpage billed by the Ministry of Natural Resources and Forestry.
- Act as a backup to the Financial Officer in the area of accounts payable and accounts receivable.
- Prepares regular, year end and ad hoc reports in support of the AFA's financial activities.

How do I qualify?

Desirable Skills:

- Above average data entry skills and the ability to accurately check your work to ensure accuracy and timeliness of data input. Ability to not only learn but the ability to retain information for future repeat situations.
- Above average analytical and problem-solving skills to identify off-balances, identify and investigate discrepancies and take appropriate action; and for assessing and implementing forestry specific invoicing matters; and for trouble-shooting system problems and advise the Treasurer and the Supervisor of Information and Communications.
- Mathematical and problem-solving skills to convert forestry specific unit of measure factors etc. accurately and apply selling price per type of wood per appropriate selling price to issue/process invoices to customers for the sale of wood; and to calculate contractor's payments/advances for harvesting services in accordance with rates set in contract agreements.

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- Oral communication and interpersonal skills to deal effectively with all levels of staff, customers, contractors and MNRF staff to explain or address issues associated with invoices and advances, explain procedures and answer enquiries; written communication skills to prepare regular and ad hoc reports.
- Demonstrated competency with computer technology in a Windows environment, to work with the Supervisor of Information & Communication Technology in setting up all required files; and for preparing spreadsheets and generating reports.
- Ability to work independently and/or in a team environment.

Required knowledge and skills:

- General knowledge of the AFA organization, the role of customers and contractors' in forest harvesting practices, including the requirements of the EMS/SFM Systems that pertains to the work, to review documents/data received to identify and address any missing information or request clarification.
- Good understanding of payroll and accounts payable principles and practices to act as backup in these areas.
- Knowledge of AFA computer system and data fields to set up appropriate files, enter/update data, compile information and print reports and invoices.
- Proficiency in software applications, with a focus on spreadsheets, to calculate product volumes and monies owing from customers from sale of wood and for contractor advances for services provided.
- Training can be provided for any forestry-related knowledge gaps.

Additional Information:

Compensation: $27.19 to $31.60/ hour (commensurate with experience)
Posted on: Tuesday, October 26, 2026

Deadline: Applications including resume and covering letter are to be received no later than **Friday, November 13, 2026**
How to apply:

1) You must apply by **e-mail**
2) Your cover letter and resume combined should not exceed four (4) pages
3) Customize your cover letter and resume to the **qualifications** listed on the job ad. Using concrete examples, you must show how you have demonstrated the requirements for the job.

Interested candidates may submit their application in confidence via e-mail indicating **"Wood Measurement Clerk"** in the subject line to:

Jess Condon, Treasurer
email: jess.condon@algonquinforestry.on.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.

The AFA is an equal opportunity employer. If you require a disability-related accommodation, contact the AFA General Manager at tracey.bradley@algonquinforestry.on.ca Provide your specific contact information. You will be contacted within 48 hours.

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