

The District Municipality of Muskoka is currently recruiting for Finance Clerk 2



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Finance Clerk 2 is responsible for the processing and balancing of transactions through accounts payable, receivable, cost accounting, payroll, fleet, and other related programs.

What you will do:

- Review/verify/process financial information, including information of a confidential nature.
- Assist in analysis of processed financial information, including balancing of accounts.
- Assist in the assurance of proper adherence to financial policy and control.

What you will need:

- Graduate of a two year post-secondary education program in accounting or equivalent.
- Two (2) years progressive related experience.
- Demonstrated technological proficiency, with an emphasis on accuracy and attention to detail, with good oral and written communication skills.

For a full outline of the responsibilities and requirements, please see below.

What we are offering

There are two **Temporary Full-time** opportunities (up to 8 months and up to 16 months) at the District. The compensation range for this role is **\$25.05 to \$27.48** per hour based on a 35-hour work week. The District is also proud to offer the following to our temporary employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “How to Apply” instructions on our website and then submit your application:

www.muskoka.on.ca/careers

This posting closes on Wednesday, March 6, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

JOB DESCRIPTION Finance Clerk 2

| | | | |
|------------------------|---------------------|-----------------------------|------------------|
| Department: | Finance | Reports to: | Manager, Finance |
| Effective Date: | October 2011 | Supersedes: | April 2007 |
| Classification: | CUPE Inside Class 4 | Job Evaluation Date: | October 2004 |

SUMMARY:

Responsible for the processing and balancing of transactions through accounts payable, receivable, cost accounting, payroll, fleet and other related programs.

MAJOR RESPONSIBILITIES (not limited to):

- Review/verify/process financial information, including information of a confidential nature.
- Assist in analysis of processed financial information, including balancing of accounts
- Assist in the assurance of proper adherence to financial policy and control
- Assist in the preparation of financial documentation
- Prepare journal entries as required for review and approval by Clerk 3
- Provide direction and /or follow up with contract agencies, departments and individuals for proper financial information and verification.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Related duties as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Graduate of a two year post-secondary education program in accounting or equivalent.
- Two (2) years progressive related experience.
- Demonstrated ability to communicate effectively and courteously with members of the public and staff, in person, by telephone or electronically.
- Demonstrated technological proficiency, with an emphasis on accuracy and attention to detail, with good oral and written communication skills.
- Valid Ontario driver's license.