

The District Municipality of Muskoka is currently recruiting for a 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

As the Finance Clerk 2, you will be 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
- Assist in the preparation of financial documentation.

What you will need:

- 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.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This is a **temporary full-time** opportunity at the District for **up to four (4) months**. The hourly compensation range for this role is **\$ 23.81 - \$26.13**. 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, December 29, 2021 @ 12:00 p.m.

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

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons. 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.