



External Posting Finance Clerk 2 – Temporary Part-Time

Posting Date: Wednesday, May 29, 2019

Closing Date: Friday, June 7, 2019 @ 12:00 NOON

Wage: \$ 23.08 - \$ 25.32 per hour

Classification: CUPE Inside Class 4

As the District continues to grow and evolve, we are looking for a **temporary part-time Finance Clerk 2** to join our Finance team! 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. Applicants must be willing to work in any of the Finance portfolios. This part-time role will be a 0.5 FTE and will work 17.5 hours per week.

This contract has an expected duration of up to eight (8) months.

Responsibilities of the Finance Clerk 2 will include, but not be 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.

The skills, experience and qualifications we are seeking for this job include:

- Graduate of a two year post-secondary education program in accounting or equivalent.
- Two (2) years progressive related experience.
- Valid Ontario driver's license.

We would expect that your strengths will include excellent communication, organizational and technological skills, enabling you to deal effectively with both internal and external clients in a timely manner. You must be able to work in a team-base setting and have a high attention to detail with strong emphasis on accuracy to be successful in this role.

If you have the necessary skills, experience and qualifications, please review the **"How to Apply"** instructions on our website before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.