



External Posting

Posting Date: Wednesday, January 13, 2021

Closing Date: Wednesday, January 27 @ 12:00 NOON

Wage: \$ 23.81 - \$ 26.13 per hour

Classification: CUPE Inside Class 4

The Finance Services team, within the Finance and Corporate Services department, is currently looking to fill the job of:

Finance Clerk 2 Permanent Part Time

This part-time role will be a 0.5 FTE and will work 17.5 hours per week

This role 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.

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 Finance Clerk 3

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

- Graduate of a two (2) 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, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the **“How to Apply”** instructions on [our Website](#) and then submit your application.

[Watch our video](#) to learn more about working at the District!

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.

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.