



External Posting Finance Assistant – Summer Student

Posting Date: Wednesday, December 19, 2018

Closing Date: Friday, January 18, 2019 @ 12:00 NOON

Wage: \$ 14.50 per hour

Classification: Summer Student (May to August)

Each year, the District offers summer employment opportunities to post-secondary students as a means of helping students develop transferrable skills, support their career goals and learn about the Municipal sector. In 2019, we have an opportunity for a Finance Assistant in our Finance and Corporate Services department. This role provides administrative support within the Finance department, including receiving and processing payments, handling cash, data entry and filing, reception, and various other clerical duties.

This Summer Student job works up to 35 hours per week Monday - Friday.
Students should be available to begin work the first week of May and continue work through to the end of August.

Responsibilities of the Finance Assistant will include, but not be limited to:

- Assist the Finance division with the preparation of financial documentation and data entry;
- Assist with the collection of supporting documentation such as receipts, purchase orders, packing slips, etc.;
- Assist with general clerical duties such as filing, archiving, copying, scanning, etc.;
- Provide reception duties including answering the telephone and directing visitors in an efficient, friendly and timely manner;
- Assist in the processing of all incoming and outgoing mail and courier shipments;
- Assist with the distribution of faxes received electronically by the District;
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District
- Other related duties as assigned.

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

- **Must be enrolled in full-time post-secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested**
- Must have a valid Ontario Driver's License (minimum Class G2).

We would expect that your strengths will include a demonstrated ability to communicate effectively and courteously with members of the public and staff, in person, by telephone or electronically. You will also be technologically proficient with an emphasis on accuracy and attention to detail and will have good oral and written communication skills.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.

If you have the necessary skills, experience and qualifications, please review the **"How to Apply"** instructions 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.