

Summer Student Posting

Posting Date: Wednesday, December 16, 2020

Closing Date: Friday, January 22, 2021 @ 12:00 NOON

Wage: \$ 14.75 per hour

Classification: Summer Student (May to August)

Do you want to gain valuable skills in accounting and administration? Every year, the District offers summer employment to students registered in post-secondary education and this year the Finance and Corporate Services department is hiring an:

Finance Student



This role will assist with general administrative support to the Finance team including processing payments, data entry, reception and mail operations support.

This job is typically based out of our Administration building in Bracebridge, however, with the ongoing COVID pandemic, this role may be required to work in a work-from-home arrangement.

This summer student job will work a 35-hour work week, Monday to Friday.

Students should be available to begin work the first week of May and continue work through to the end of August.

You will gain four months of hands-on experience, open doors and build transferable skills for your future career.

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

- Assist Finance divisions with the preparation of financial documentation and data entry
- Assist with collection of supporting documentation such as receipts, purchase orders, packing slips, etc. from internal departments and staff, as required
- Assist with general clerical duties such as filing, archiving, copying, scanning, and the corporate mail program.
- Provide reception duties including answering the telephone and directing visitors in an efficient, friendly and timely manner

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

- Students must be enrolled in full-time post-secondary studies for the following school year.
- Ability to communicate effectively and courteously with members of the public and staff
- Technologically proficient in Adobe, Microsoft Office (Word, Excel and Powerpoint) and internet.



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 employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

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.