

Township of SOUTH STORMONT

*P.O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
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POSITION: Accounting Student (1)
DEPARTMENT: Finance Department
REPORTING TO: Director of Finance/Treasurer
WORK HOURS: 35-hour work week, Monday to Friday
DURATION: Up to 18 weeks, May 8, 2023 - September 1, 2023

JOB SUMMARY:

Under the general supervision of Deputy Treasurer/Tax Collector, the Accounting Student will provide support in relation to municipal operations, both administrative and financial.

PRIMARY DUTIES:

- Ensure all payment transactions are recorded in the financial system, and subsequently count and balance the financial deposit, prepare supporting documentation and safely secure the deposit.
- Perform a variety of administrative and clerical support tasks such as: filing; photocopying; scanning; faxing; typing labels, letters, envelopes; formatting/distributing correspondence and provide customer service support.
- Record/input data into finance software, gather information from the databases.
- Adhere to high standards of the employee code of conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by the Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Currently enrolled or recently graduated from a post-secondary education program, education in Accounting or Business Administration is preferred.
- Reception, customer service and/or administrative support experience is considered an asset.
- Cash handling experience is considered an asset.
- Interpersonal and customer service skills.
- Computer skills including Email, Word, Excel.
- Verbal communication skills including courtesy, tact and explanation.
- Written communication skills including grammar/spelling skills; proofreading skills.
- Organizational and time management skills.

APPLICATION PROCESS:

Please submit your cover letter/resume on our website at southstormont.ca/careers.

The Township of South Stormont thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Township of South Stormont is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.