



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

FINANCE CLERK (Temporary 3-month Contract)

The Finance Department of the Town of New Tecumseth is seeking an organized, computer literate person with a positive attitude and excellent people skills to temporarily fill the position of Finance Clerk. Reporting to the Supervisor of Accounting and Budget Services, this position has a shared responsibility for providing assistance to the Accounts Payable, Taxation and Utility functions of the Finance Department.

QUALIFICATIONS:

- Requires successful completion of Community College level certificate in Business or Accounting or equivalent experience.
- Experience in an accounting related function. Municipal government experience would be an asset.
- Computer skills in Microsoft Office (Excel and Word) and financial applications. Great Plains would be an asset.
- Ability to understand and apply associated legislation, policies and procedures
- Excellent interpersonal skills with an ability to deal courteously and effectively with the public.
- Excellent oral and written communication skills to establish and maintain effective working relationships
- Strong team player

RESPONSIBILITIES:

- Performs various duties to assist with the day to day processing of data in accounts payable.
- Assist the Supervisor of Revenue Services / Tax Collector by performing various duties related to the processing of taxation and utility revenues and receivables.
- Performs general accounting duties which include but are not limited to data entry, filing and general ledger analysis.
- Assists in compiling information for reports, designs and prepares spreadsheets as requested.

Wage:

- \$24.20/hour

Please submit your cover letter and resume in Word or PDF format to careers@newtecumseth.ca no later than 3:30 pm on November 20, 2017
Please quote competition #2017-69 in the subject line of your email.

We thank you for your interest, however; only those selected for an interview will be contacted.

Information collected will be used solely for candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.

For more information and a complete list of current employment opportunities, please visit our website at <http://newtecumseth.ca/town-hall/employment-volunteering/>