

HIRING FINANCE OFFICE ASSISTANT (STUDENT)

Are you interested in business administration or in building an understanding of the financial world through the administration of local government? Join our Finance team as a student finance office assistant to develop valuable transferable financial and business skills.

What you will do

Under the direction of the Deputy Treasurer, you will:

- Provide administrative support for accounting and financial activities.
- Perform reception duties, answer phones and direct visitors professionally.
- Assist the public with inquiries regarding property taxes, utilities, drains, and fees.
- Process payments, handle cash, and perform financial data entry and bank deposits.
- Assist in preparing and mailing tax and utility bills.
- Manage municipal records, including scanning and filing.
- Assist with research and confirm data to ensure well-informed financial decision-making.
- Provide direct backup for the front counter/Customer Service Representative.

What you bring

- Enrolled in a College or University business or accounting program (considered an asset).
- Previous experience in cash handling, office administration, and customer service.
- Proficiency in Microsoft Office (Advanced Excel) and experience with financial software.
- Strong written and verbal communication skills.
- Ability to maintain a positive attitude while working independently or in a team.
- High degree of accuracy and the ability to multi-task in a fast-paced environment.

Work Schedule

- May to the end of August (summer student position)
- Monday to Friday, daytime hours equaling 35 hours per week
- Occasional overtime may be required during peak periods.

Work location

Municipal office, 14 Mill Ave, Zurich, ON

Compensation

\$18.78/hour to \$23.48/hour based on a 35-hour week

Apply

Email cover letter and resume by 4 p.m. on February 20th to Jodi Overholt, Executive Assistant | joverholt@municipalityofbluelwater.ca

Visit <http://www.municipalityofbluelwater.ca/municipal-office/careers/> to view the Job Description.

Additional Information:

- This is an external job posting
- No Canadian experience is required to apply
- No AI or automated systems are used in screening, assessing or selecting applicants

The Municipality of Bluewater is an equal opportunity employer and committed to inclusive hiring practices and providing accommodation throughout the recruitment process. Please let us know your needs in advance.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used exclusively to determine eligibility for employment with the Municipality of Bluewater. By submitting your information, you consent to its collection, use, and disclosure for purposes related to recruitment, hiring, and employment. This information will be used solely for job selection.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Financial Office Assistant (Summer Student)

DEPARTMENT: Financial Services

REPORTS TO: Deputy Treasurer

POSITIONS SUPERVISED: None

PAY STATUS: Hourly

Position Summary

The Financial Office Assistant is responsible for providing general administrative support relative to accounting and financial activities within the Finance department for the summer terms (May to the end of August.) This position also provides direct backup to the front counter/Customer Service Representative position.

Major Responsibilities:

Provides coverage and support to the members of the Finance department in their absence.

Provide reception duties including answering the telephone and directing visitors in a professional, friendly and timely manner.

Assists the public by providing general information on drains, taxes, utilities, fees, etc. and redirects the enquiry to the appropriate staff person as necessary.

Provide administrative support including receiving and processing payments, handling cash, financial system data entry, reconciliation, processing of post-dated payments and bank deposits.

Assists in the preparation of utility, tax bill and Finance department mail-outs.

Assist Municipal staff with records management, including scanning and filing of records.

Assist with special projects as assigned.

More Details:

Need to investigate, research and confirm all information is correct in order to make well-informed decisions.

When answering queries regarding property taxes, incumbent must comply with MFIPPA rules.

Adhere to all municipal policies and procedures.

Qualifications:

College/University student enrolled in business/accounting diploma/degree considered an asset.

Previous cash handling, customer service and office administration experience considered an asset.

Skilled in current software programs including Advanced Microsoft Office, Excel, and experience with financial programs.

High degree of accuracy and attention to detail.

Strong written and verbal communications skills.

Able to work in a fast-paced changing environment with emphasis on multi-tasking.

Ability to work independently and in a team setting with a positive attitude.

A proven track record of high-quality work accomplishments.

Working Conditions:

Work occurs in an office environment with a high degree of public contact, as well as exposure to highly sensitive and confidential issues, which may be of a personal nature.

This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required.

Hours of work are scheduled within the core operating hours of Monday through Friday, 8:30 A.M. - 4:30 P.M.

Occasional overtime may be required to deal with peak periods.

Approvals:

Incumbent

Date

Manager

Date