



Currently accepting applications for the position of

FINANCE ASSISTANT

Full-time, Permanent Position

The Township's Finance Department is seeking an experienced and effective team member for the position of Finance Assistant. The Finance Assistant will perform a variety of duties associated with the administration of account payables and receivables for the Township, supports the Director of Finance in her statutory duties, liaises with IT support staff for maintenance of the IT system and accounting software and provides back up support for the processing of the Township's payroll.

Qualifications for this position include:

- Community College Diploma in accounting
- Completion of the Municipal Administration Program and Municipal Finance Administration Program is considered an asset
- 2 years municipal accounting experience, bookkeeping or related discipline
- Valid driver's license and access to a vehicle
- Proficient computer skills and good working knowledge of Microsoft Office, Keystone Accounting Software, various financial and other software programs

The successful candidate will possess:

- ✓ positive attitude, strong work ethic
- ✓ excellent communication (verbal and written), public relations and analytical skills
- ✓ responsiveness to enquiries in a tactful and courteous manner
- ✓ thoroughness and accuracy when accomplishing a task
- ✓ strong financial background with account payables and receivables experience
- ✓ time-management and organizational skills
- ✓ ability to perform duties with minimal supervision independently and within a team

The salary range for this position is \$29.03 - \$34.15

How to Apply: Send your cover letter and resume (in pdf format) by email to the Human Resources Department - humanresources@get.on.ca

A complete job description can be found on our web site at www.get.on.ca

Applicants are invited to submit the required information,

no later than 12:00p.m., Friday, January 29, 2021

The Township of Guelph/Eramosa is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act