



HIRING FINANCE SUMMER STUDENT

We are looking for a student to join our team at the Municipal office this summer in the Finance department. Successful candidates will be responsible for supporting the Finance department with administrative tasks and assisting the public. The preferred candidate will be organized, adaptable, have strong time-management skills, and be working towards a post-secondary education in local government and/or business/finance administration. Familiarity with Windows and Microsoft suite of programs is an asset.

Interested candidates are invited to submit a covering letter and resume by 4:30 pm on February 21st, 2025 to:

Municipality of Bluewater
Jodi Overholt, Executive Assistant
14 Mill Ave.
Zurich ON, N0M 2T0
E: joverholt@municipalityofbluewater.ca

The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position 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. All applicants are thanked for their interest in this position. 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