



Employment Opportunity
Accounting Assistant
Part time, 35 hours per week

Responsible for assisting with general accounting duties and data compiling for the Finance Department. Additional administrative tasks may be assigned as necessary. Position requires an aptitude with computers, Microsoft Excel, data management, and learning new software. Duties include scanning, filing, and tagging documents to software archive; data entry and verification; providing reports for various departments; cost tracking; filling in for general telephone receptionist; and bank deliveries.

This location is not accessible by public transit.

TERM: May /24 – Sept./24

REFERENCE # FIN001

Interested applicants must submit their cover letter and resume by April 12th at 2:30 pm to:

careers@northdundas.com

or

Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, Ontario, K0C 2K0
Fax:(613) 774-5699

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

**TOWNSHIP OF
NORTH DUNDAS**

JOB DESCRIPTION

JOB TITLE: Accounting Assistant	LAST REVISION DATE:
REPORTS TO: Treasurer	Approved by:
WAGE LEVEL: \$18.50 per hour (May to Sept, as available)	EFFECTIVE DATE: April 12, 2024

Position Summary:

Reporting to the Treasurer, this position will assist with general accounting duties and data compiling for the Finance Department. Additional administrative tasks may be assigned as necessary.

This is a summer contract position. Candidate must be available to work 7 hours per day (Monday – Friday) at the municipal office located at 636 St. Lawrence Street in Winchester Ontario. Office hours are from 8:00 - 4:30 with a ½ hour lunch, therefore the start time is flexible between 8 am – 9 am. On-site parking is available at no charge. This location is not accessible by public transit.

Position Qualifications:

- A minimum of Grade 12 education.
- Post-secondary certificate in Accounting/Administration or related job experience is preferred, but not essential.
- Proficiency with computers and Microsoft Office, with an aptitude for Microsoft Excel, data management, and learning new software.
- Excellent written communication skills with the ability to proofread documents.
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Ability to work with minimal supervision.
- Commitment to confidentiality and professional ethics.
- Satisfactory criminal background check may be required.

Position Description:

Provide various Accounting and support service tasks to various departments including:

- Scan, file, and tag documents to software archive with a focus on organization and ease of access in the future.
- Provide account reports for various departments, including but not limited to, tracking invoices and investigating potential variances as requested.

- Provide support to the Finance team to facilitate the effective use of software, including but not limited to, data entry and data verification.
- Stand in as a general telephone receptionist for the business office, if required. Screen and refer incoming telephone calls to appropriate staff members or take messages for absent or unavailable staff.
- Delivery and pickup of mail and bank deposits to the post office and bank may be required.
- Present a positive and professional image of the municipality to all visitors, staff, Council and the public.
- Other duties shall be assigned as required.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.