



Summer Accounting Assistant

Department of Finance

Reporting to the Deputy Treasurer, this position will assist with general accounting duties and data management within the Finance Department. Additional administrative tasks may be assigned as needed.

The successful candidate must be available to work Monday to Friday from 8:30 AM to 4:00 PM.

Position Qualifications:

- Minimum Grade 12 education required.
- Post-secondary certificate in Accounting or related job experience is preferred but not mandatory.
- Proficiency in Microsoft Office, particularly Excel, with strong data management skills and the ability to learn new software.
- Excellent written communication skills with a keen eye for proofreading.
- Strong organizational skills and attention to detail.
- Ability to work independently with minimal supervision.
- Commitment to confidentiality and professional ethics.

Key Responsibilities:

- Organize, file, and tag documents in software archives, ensuring easy future access.
- Generate account reports for various departments, track invoices, and investigate discrepancies as needed.
- Support the Finance team with data entry, data verification, and effective use of financial software.
- Serve as a backup telephone receptionist when required, directing calls or taking messages for unavailable staff.
- Handle mail delivery and bank deposits to the post office and financial institutions.
- Maintain a professional and positive image of the municipality when interacting with staff, Council, visitors, and the public.
- Perform other duties as assigned.



Full-Time Contract Position
May 2025-Sept 2025
Application Deadline: April 15th, 2025
Please submit your resume and cover letter to:
Careers@northdundas.com

Reference # 0525

Office Address

📍 636 St. Lawrence St. Winchester

Official Website

🌐 www.northdundas.com

Phone Number

☎ 613-774-2105

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

The Township of North Dundas is an Equal Opportunity Employer and will accommodate candidates throughout the hiring process upon request. Accessible formats are available by contacting the Township Office. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act for employment assessment only.