



758070 2nd Line E | Mulmur, ON | L9V 0G8

The Township of Mulmur invites applications for the position of
FINANCE ASSISTANT - SUMMER STUDENT
(April 29, 2019 to August 30, 2019)

Duties & Responsibilities

- Assisting with Treasury functions including: accounts payable, receivable, capital assets
- General office duties including: filing, scanning, mail
- Assist with providing customer service support by responding to incoming phone calls from the community and front counter enquiries
- Assisting with Township events

Position Requirements

- Students must be currently enrolled in a post-secondary institution in a course of study, which emphasizes Accounting, Business, Public or Municipal Administration
- A valid Ontario Driver's License
- Requires light to moderate lifting

Knowledge & Skills

- Tech-savvy with working knowledge of Microsoft Office and Adobe Acrobat
- Good customer service, communication, and interpersonal skills
- Excellent attention to detail and strong problem solving abilities
- Highly organised, motivated self-starter with strong time management skills
- Willing to work evenings or weekends as required

The salary for this position is \$14.70 per hour. The normal hours of work for this position will be 37.5 hours per week. Qualified student applicants are invited to submit their resume and cover letter as one PDF document, **to be received no later than 4:00 pm on March 22, 2019 quoting the position in the subject line to hr@mulmur.ca Attention: Heather Boston, Treasurer.**

We thank all applicants for their interest; however, only candidates to be interviewed will be contacted. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. The Township of Mulmur is an Equal Opportunity Employer and accommodations are available for all parts of the recruitment process, upon request.