



TOWNSHIP OF WHITE RIVER

We are currently seeking qualified candidates for the following position

FINANCE ASSISTANT (Full Time 35 hours per week)

The Finance Assistant supports the day to day transactions including expenses, revenue and Payroll. The Finance Assistant responsibilities include customer service, processing payments and invoices, managing invoices and maintaining cost reports. Finance Assistant is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance Assistant must comply with Generally Accepted Accounting Principles and municipal financial by-laws, policies and procedures. This includes processing and monitoring payments, expenditures as well as preparing and monitoring the payroll system. The Finance Assistant will ensure that municipal vendors and suppliers are paid within established time limits. The Finance Assistant must also provide excellent Customer Service being a first Line contact at the Municipal Office. The Finance Assistant reports to the CAO.

Duties and Responsibilities include:

- Perform day to day processing of financial transactions to ensure that municipal finances are maintained in an effective, up to date and accurate manner.
- Maintain records and files.
- Providing Administrative Support as required including answering telephone and email requests, directing calls and responding to inquiries, taking payments for municipal services.
- Providing Ministry of Transportation services to the general public.
- Work closely with Deputy Treasurer and CAO to ensure smooth operation of all Financial Matters.
- Other tasks as assigned.

Requirements:

- Community College Degree or Diploma in Business, Accounting or Finance, or acceptable combination of education and experience.
- Sound knowledge of accounting and bookkeeping procedures
- Familiarity with accounting software. Such as VADIM or Quickbooks
- Excellent time management skills, highly organized and self-motivated.
- Must have a strong knowledge of all Microsoft Office Products especially excel.

Interested candidates are required to submit a cover letter, a resume and an employment application no later than January 3rd, 2023 at 3:00 pm to:

Township of White River, 102 Durham Street, PO Box 307, White River, Ontario P0M 3G0

Email: cao@whiteriver.ca or via fax to 807 822 2719.

For more information call (807) 822-2450 x206

<https://www.whiteriver.ca/upload/documents/employment-application.pdf>

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