

Treasury Assistant Job Posting

The Municipality of South Huron invites applications for a six-month contract position as a Treasury Assistant. Under the direction of the Deputy Treasurer/Tax Collector, the Treasury Assistant Coordinates accounting and administrative functions for Water, Sewer, Solid Waste Collection and Recycling including billings, adjustments and specialized accounts receivable. Initiates late payment process and conducts collections on overdue accounts. This position may also support accounting and finance services including cash receipting, bank deposits, accounts payable and accounts receivable.

The ideal candidate must have:

- College Degree in accounting or business administration or combination of education and experience.
- Ability to provide a criminal record check deemed satisfactory to the Municipality.
- Knowledge of the municipal environment an asset.
- Experience in use of computers and Microsoft Office suite and Great Plains Dynamics financial system; exposure to Work Tech cost accounting utility, utility billing software, GIS tools, and report writing tools.
- Good customer service skills and ability to communicate orally and in writing.
- Excellent mathematical and problem solving skills.
- Ability to work in a public environment with a high level of attention to detail.
- Strong time management skills.
- Ability to follow procedures and to request assistance when necessary.

Hours of Work: 35 Hours per week.

Wage: \$25.83- to 30.38 per hour.

For full details please visit our website: southhuron.ca

Please submit your application no later than **3:30 PM on Friday, April 12th, 2019** preferably by email to:

Megan Goss, Human Resources and Strategic Initiatives Officer
Municipality of South Huron
322 Main Street South
P.O. Box 759
Exeter, ON N0M 1S6
Email: hr@southhuron.ca

We thank all applicants for their interest in this position; however, only those being considered for an interview will be contacted. Personal information is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and is used for candidate selection purposes only. Accommodations are available upon request for all parts of the recruitment process.