

## Treasury Assistant Job Posting

As a result of a retirement, the Municipality of South Huron invites applications for the full-time position of Treasury Assistant reporting to the Director of Financial Services. Under the direction of the Director of Financial Services, the Treasury Assistant is responsible for providing accounting and finance services including cash receipting, bank deposits, accounts payable and accounts receivable. Provide payroll support, including employment record preparation.

### The ideal candidate must have:

- Post-Secondary Education in accounting
- Completion of the Municipal Administration and Finance Program (MAFP)
- 1 – 3 years' experience in a municipal environment
- 2 years' experience in payroll functions
- A proven track record of high quality work accomplishments
- Proven knowledge and experience in cash handling and banking deposit functions
- Proven knowledge and experience in accounts payable, accounts receivable and payroll functions
- Excellent interpersonal skills working with staff and providing customer service
- Ability to work as a team player
- Sound working knowledge of accounting software (Great Plains/Work Manager) and Microsoft Office solutions
- Strong organizational skills
- Ability to multi-task in a fast paced working environment, while maintaining a high level of accuracy and attention to detail
- Works with full range of office equipment including computers
- Proven ability to working in a complex environment that requires a high degree of sensitivity and a need to maintain confidentiality, a high level of integrity and professionalism, along with superior client service skills at all times.
- Strong understanding of all applicable legislation, by-laws, and policies.
- Excellent administrative, organizational and research skills, with a proven ability to prioritize and exercise judgement.
- Flexibility in regard to work load and schedule as frequent interruptions are expected.
- Ensures that the tasks are completed in a timely and efficient manner, to meet Council established service levels and deadlines.
- Following established procedures, policies, administrative fee structures, and other documentation required to effectively deliver the Municipality's services.

Hours of Work: 35 Hours per week.

Wage: \$25.83 to 30.38 per hour.

Please submit your application no later than **3:30 PM on Monday, May 20<sup>th</sup>, 2019** preferably by email to:

Rachel Anstett, Human Resources Coordinator  
Municipality of South Huron  
322 Main Street South  
P.O. Box 759  
Exeter, ON N0M 1S6  
Email: [hr@southhuron.ca](mailto: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.