



# THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

External Posting – Temporary Full-time (12-18 month Maternity Coverage)

**POSITION:** FINANCE CLERK/CASHIER

**POSITION SUMMARY:** The Finance Clerk is a full-time temporary position to cover maternity leave, working in the Municipal Office under the direction of the Manager of Corporate Services/Treasurer. The Finance Clerk supports the finance team and the public by providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations.

**REMUNERATION:** The starting wage rate shall be 90% of the Collective Agreement rate in effect. After three (3) months the wage rate shall be increased to 95% of the agreement rates in effect. After six (6) months the agreement wage rate shall apply.

**START DATE:** Monday, December 10, 2018

**CORE DUTIES include:**

- Responds to telephone inquiries, communications, information and redirects calls;
- Process accounts payable and completes cash receipting function including tax payments, parking tickets, and building permits;
- Balance daily cash, post to the General Ledger and prepares bank deposits;
- Process journal entries as needed;
- Provide support for payroll functions as needed;
- Ensure that Township finances are accurate and up-to-date and that vendors and suppliers are paid within established time limits;
- Assist in the on-going maintenance of internal financial records, reports, documents and correspondence and in the preparation and maintenance of schedules for all Township accounts and programs;
- Perform Admin functions including work processing, filing, binding, ordering supplies.

**QUALIFICATIONS:**

- 1 year of experience processing Accounts Payable and Payroll.
- Successful completion of an Accounting/Finance/Business post-secondary program.
- Proficiency with financial software and Microsoft Office tools (Excel, Word, PowerPoint, and Outlook).
- Demonstrate integrity, diplomacy and understanding of confidentiality and privacy issues.
- Excellent interpersonal, team building, analytical, research and problem solving skills.
- Customer service oriented approach to dealing with internal and external customers.
- Attention to detail with a high degree of accuracy while managing competing priorities and tight deadlines.

Qualified candidates are invited to submit a resume with cover letter, in confidence, outlining their education, experience and achievements to the undersigned no later than **4:00 p.m. on Friday, November 16, 2018**. Email, fax or hard copy submissions will be accepted.

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