



# Job Posting

**Finance Student**  
**Student Position / Co-op Placement (January-April 2024)**  
**\$21.78/hour**  
**35 hours/week**  
**Finance Department**

The County of Grey is currently recruiting for the position of Finance – Student. Are you looking for a rewarding and challenging position in the field of Finance and Accounting? Do you possess excellent analytical, organizational and computer skills? Municipal government offers great career opportunities as well as the satisfaction of supporting services in your community.

## Purpose

To provide support in record keeping, bookkeeping and other financial services to the departments within Grey County. To process transactions and controls for accounts payable and receivable as well as general office administration functions.

## Responsibilities

### Provides Accounting and Bookkeeping Duties

- Processes accounts payable, receivable, cash receipts, banking and general ledger transactions in a timely manner. These duties are performed to support high standards of public fund stewardship, accurate reporting and information to others.
- Assists in maintaining the financial software system that covers more than 2,000 vendors and 2,500 monthly transactions: - Enters approved invoices from departments and cost centres.
- Works with vendors and suppliers for accounts payable purposes, reviews monthly vendor statements and follows up with discrepancies. Exchanges accounting information to expedite payment while adhering to internal control procedures.
- Prepares receipts with general ledger and customer allocations for payment applications.
- Prepares necessary adjusting and correcting entries to payables, receivable and general ledger accounts, including the preparation of accruals.
- Handles accounting transactions for Provincial Offences, records revenue receivable and prepares monthly bank reconciliations. Also prepares quarterly reconciliations.
- Assists with the preparation and reporting of finance and accounting information as required by the Deputy Treasurer and Director of Finance.
- Responds to questions from Directors and staff in other departments regarding transactions.
- Assists with special projects and reviews of internal controls ie. Review of HST rebates and coding.
- Responds to queries from vendors through verbal and written communication.

- Responsible, as an employee, for occupational health and safety.
- Performs other related duties that are assigned by the Deputy Treasurer or Director of Finance that may include assisting other staff in the department.

## Working Conditions

Usual hours of work are 35 hours per week. Overtime work may be required on occasion to cope with peak periods and deadlines.

Works in a public office environment, which is subject to interruptions, distractions and deadlines in the accounting cycle. Frequent interruption can be expected to respond to demands and requests for information and assistance. Long periods of concentration are required to input data accurately and in a timely manner.

## Contacts

### Internal Working Relationships

Establishes and maintains cooperative working relations with suppliers, co-workers and other County employees.

### External Working Relationships

Provides general information to the public about specific departmental transactions.

## Knowledge and Skill

The candidate will be enrolled in a post secondary Business program (university level or minimum two year college diploma) with emphasis on accounting and finance.

Organizational and priority setting skills with the ability to exercise judgement and maintain confidentiality are required.

The ability to work independently and as part of a group and to exhibit strong communications skills are also required.

## Impact of Error

Work is reviewed by others, accounting errors would disrupt finance and accounting systems within the department. Errors could be traced and corrected with time and duplication of effort. Errors and a failure to detect errors made by other staff that record accounts receivable and payable transactions would impact financial reports prepared by the Director of Finance/Deputy Treasurer.

Inappropriate use of confidential information may result in loss of confidence and credibility within the Department.

Lack of courtesy in performing duties could result in a poor image of County of Grey staff.

A covering letter is required to apply for this position.

This is an onsite/office job, the successful candidate will be expected to be in office for 100% of working hours each week.

Candidates for the above position are invited to submit cover letters and resumes prior to the submission deadline: **Monday, October 9, 2023 at 4:30 pm.** To:

Email:careers@grey.ca

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance*

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*