 Job Posting

**Finance Officer Assistant - Student**

**(Salary - $15.47/ Hour)**

**Finance Department**

The County of Grey is currently recruiting a Finance Officer Assistant to work in the Finance Department (approximately 16 weeks) with a tentative start date of **Monday, May 6, 2019**.

Reporting to the Deputy Treasurers, a University or College student majoring in Finance/Business Administration is required. The successful candidate will provide vacation coverage and will be exposed to a wide range of departmental responsibilities. Duties will include data entry, processing accounts payable and receivable invoices, following up on vendor statements and billing discrepancies, assisting with monthly bank reconciliations and performing general office tasks.

You possess excellent analytical, organizational and computer skills, with strong knowledge of accounting principles and Microsoft Office. The candidate will demonstrate a high personal motivation and initiative with strengths that include attention to detail, the ability to work well unsupervised and an eagerness to learn.

The intent to pursue a CPA designation will be considered an asset.

Normal hours of work will be Monday to Friday, 8:30 a.m. to 4:30 p.m.

Candidates for the above position are invited to submit resumes prior to **Friday, March 8, 2019** at **4:30 p.m.** to:

Mary Lou Spicer CPA, CGA

Deputy Treasurer

The County of Grey

595 9th Avenue East

Owen Sound ON N4K 3E3

Fax: (519) 376-7970

Email: Marylou.spicer@grey.ca (Word or Adobe formats only)

Web: [grey.ca/employment/](http://www.grey.ca/employment/)

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

*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.*

*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.*