
Financial & Data Services Department

FINANCE DIVISION:

Responsibilities include:

- accounts payable and accounts receivable, including tipping fee bills, property tax bills and payments
- financial planning, property taxation policy and advice to Council, related Boards and staff
- Corporate accounting, reporting and internal control systems
- Operating and capital budget preparation
- Cash management, debt administration, accounts receivable and payable, tipping fee billing, accounting for and analyzing municipal electric shareholder activities
- Financial reporting which fulfills Public Sector Accounting Board requirements.

Student Assistant, Finance

Rate: \$19.25 / hour (October 2020) - up to 35 hours / week, Monday to Friday

This position will be responsible for

- Coordination of annual tax sale process including updating of analysis, managing communications with property owners, reviewing payments, reviewing costs related to process (i.e. legal fees)
- Review of various tax related policies and procedures
- Entering payments, journal entries, adjustments, as required.
- Update of billing systems including municipal drains.

* To be considered, you must be enrolled in post secondary education and returning to school on a full-time basis in September 2021.

INFORMATION SYSTEMS DIVISION:

Responsibilities include:

- acquisition, installation, maintenance, support service and security of the County's wide area and local area networks, computers, applications and telephone systems
- development of corporate information systems policies and procedures promoting the efficient and effective use of information technology and ensuring the evolution of corporate computing and communications throughout the Corporation.

Student Assistant, Information Systems *(this position is suitable as a co-op placement)*

Rate: \$19.25 / hour (October 2020) - up to 35 hours / week, Monday to Friday, there may be a requirement to work some overtime.

This position will provide assistance to the I.S. division and work may consist of projects / assignments related to technology in the workplace. Work may also involve a coordination role. A valid Ontario Driver's License and access to a reliable vehicle is required.

* To be considered, you must be enrolled in a related Community College or University program and returning to school on a full-time basis in September 2021.

** If you are 18 years of age or older, a current Criminal Record / Police Record Check (OPP Form LE 219E or equivalent) is required to work in this position. Any cost related to obtaining this report is your responsibility.