

# JOIN OUR TEAM!



## THE ROLE

### Student Assistant, Finance

This is a temporary full-time role at the County. The hourly compensation for this role is \$22.343.

## THE OPPORTUNITY

Join our dynamic team in the Finance Division, where you will gain valuable experience in all things budgeting, taxes, billing systems and much more!

As the Summer Assistant you will play a vital role by supporting and assisting the Finance Division to ensure work is accurate and organized. Specifically you will help coordinate the annual tax sale, update analysis, engage with property owners and assess payment and associated expenses such as legal fees.

If you want to learn more and engage in the world of public sector finance, please apply today to become an essential part of the Haldimand County Team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Relational
- Business Casual Workplace
- Safe & Friendly Work Culture
- 35 Hour Work Week
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning September full-time



- No prior experience required



- Self-Direction
- Active Learning
- Interpersonal Communication

## THE COUNTY

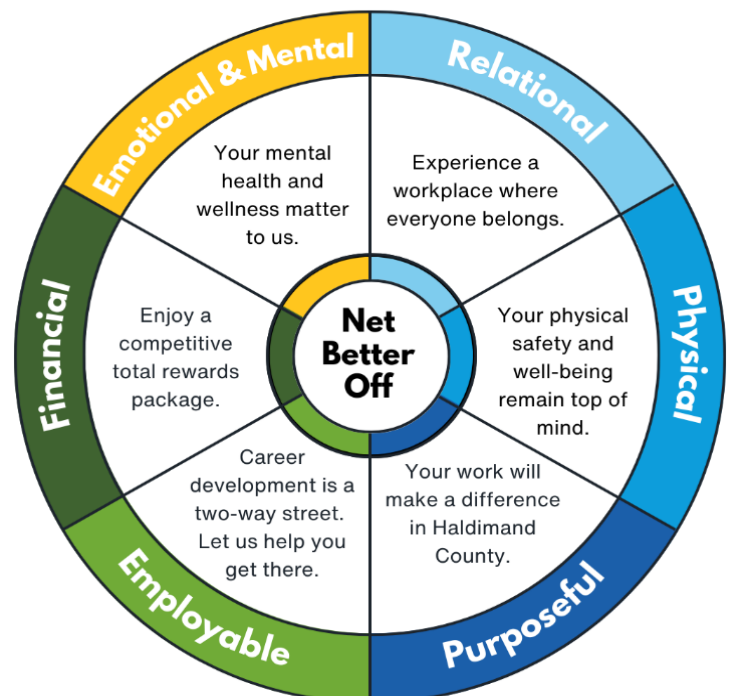
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **January 31, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



## **JOB DESCRIPTION**

### **Student Assistant, Finance**



<b>POSTING PERIOD:</b> December 15, 2023 – January 31, 2024	<b>Employer Group:</b> CUPE Local 4700  <b>Reporting To:</b> Supervisor, Accounting Services, FDS; OR Supervisor, Taxation & Revenue, FDS,
<b>Grade:</b> Student 3  <b>Wage Per Hour:</b> \$22.343/ per hour (October 2023)	<b>Position Status:</b> Temporary Full-Time  <b>Hours Worked Per Week:</b> Up to 35  <b>Location:</b> Haldimand County Administration Building

### **CORE COMPETENCIES:**

Self- Direction | Active Learning | Interpersonal Communication

### **DIVISION SUMMARY:**

The Finance division plays a central role in our organization, by overseeing a wide spectrum of financial functions. This includes managing accounts payable and receivable, encompassing tipping fees, property taxes, and payments. Moreover, they provide crucial financial planning insights and advice to Council, affiliated Boards and staff,, influencing property taxation policies and fiscal decisions. The division is responsible for corporate accounting, reporting, and maintaining internal control systems.

The division prepares both operating and capital budgets, ensuring resource allocation is efficient. Additionally, they handle cash management, debt administration, accounts receivable and payable, tipping fee billings, and analyses financial activities related to municipal electronic shareholder activities. Finally, Finance is dedicated to meeting the financial reporting standards laid out by the Public Sector Account Board.

### **QUALIFICATIONS, KNOWLEDGE & SKILLS**

#### **Education**

- Must be enrolled in post-secondary education and returning to school on a full-time basis in September.

#### **Experience**

- No prior experience required, however, any current related experience is considered an asset.

#### **Knowledge/Skills**

- Technology Aptitude
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices .
  - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

## POSITION RESPONSIBILITIES

The incumbent is expected to but not limited to:

### Functional

- Tax Functions
  - 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.
- Payments and Billing
  - Entering payments, journal entries, adjustments, as required.
  - Update of billing systems including municipal drains.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.