



## **PART-TIME ACCOUNTING ASSISTANT**

The Township of North Dundas is seeking the services of a part-time accounting assistant for the fall of 2019 to assist with various financial and accounting duties at the Township office in Winchester, ON.

Specifically, working in our Accounts Payable department, duties will involve processing accounts payable invoices and issuing payment for same – either by EFT and/or computer-generated cheques.

The successful applicant will provide assistance with accounting related duties including, the accounting for all capital asset additions. Please note that this is a part-time position, ideally 4 days/week.

Applicants must have strong computer and spreadsheet skills, be personable and well-organized and possess excellent written and communication skills. A strong knowledge of accounting principles is expected.

Term of Employment: September 30<sup>th</sup> 2019 – December 24<sup>th</sup> 2019

To apply to become part of our team, please submit your resume and cover letter by:

**Friday, September 20<sup>th</sup>, 2019**  
to John Gareau, Treasurer  
Township of North Dundas  
636 St. Lawrence St., P.O. Box 489  
Winchester, ON.  
K0C 2K0  
Fax: 613-774-5699  
OR  
Email: [jgareau@northdundas.com](mailto:jgareau@northdundas.com)

*We appreciate the interest of all participants, however, only those selected for an interview will be contacted.*

If you require this document or any other documents in an alternative format, please contact our office at (613) 774-2105. Should you require any special accommodations in order to apply or interview for the position with the Township of North Dundas, we will endeavour to make such accommodations. All applications will be held in strict confidence. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.



**TOWNSHIP OF  
NORTH DUNDAS**  
*JOB DESCRIPTION*

JOB TITLE: Accounting Assistant	LAST REVISION DATE: NA
REPORTS TO: Treasurer/Director of Finance	Approved by:
WAGE LEVEL: (2019 Rate: \$18.00 - \$18.73/Hr.) Per Part-Time Wage Schedule	EFFECTIVE DATE: September 1, 2019

**Position Summary:**

Reporting to the Treasurer/Director of Finance, this position provides accounting support to the Treasury, Administration, and all other departments through receiving, processing, verifying, and paying invoices, as well as general telephone duties as assigned for the Municipal Business Office, assisting at the front counter and performing cash receipting duties.

**Position Qualifications:**

- A minimum of Grade 12 education; A post-secondary diploma or degree in Accounting or a related discipline would be preferred.
- Excellent interpersonal and communication skills with the ability to defuse tense situations with the public
- Excellent written communication skills with the ability to proofread documents
- Organizational skills to prioritize and complete tasks within appropriate time frames.
- Ability to meet deadlines and work under pressure
- Problem-solving skills and ability to research potential solutions and make a recommendation
- Willingness to learn, to accept responsibility and demonstrate initiative.
- Commitment to confidentiality and professional ethics.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point)
- Knowledge of Vadim software would be considered an asset
- Resourceful and Flexible
- Ability to work with minimal supervision
- Bilingualism would be considered an asset.
- Valid Class G Driver's License
- Satisfactory criminal background check



**Position Description:**

- Receive, prepare, process, and pay incoming invoices for the municipality and related recreation associations.
- Maintain an organized work environment to ensure invoices are paid on time and filed correctly with appropriate supporting documentation
- Flag and clarify any unusual or questionable invoices
- Research and resolve invoice discrepancies and issues
- Provide accounting assistance services to all departments as requested and required.
- Assist with front counter inquiries and cash receipting duties
- Answer telephone, screen and refer incoming telephone calls to appropriate staff members or take messages for absent or unavailable staff
- Maintain files and records systems, and ensure that confidential, sensitive and restricted corporate and employee information to which this position is privy is received/prepared, processed and protected
- Other duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*