

Treasury Office Assistant - Summer Student Position

Job Description:

- Assist with the preparation of the monthly bank reconciliation for facility Bank Accounts
- Verify, receipt and process daily cheques and cash received from other departments to facilitate the daily deposit to bank
- Process receipts in the Accounts Receivable modules
- Process vendor invoices in the Accounts Payable system and subsequent printing of cheques
- Perform general office activities for the day-to-day Treasury business including, but not limited to, telephone, reception, processing mail, typing correspondence, maintaining spreadsheets, photocopying, maintenance of general office filing systems and standard office equipment
- Provide payroll support via data input and verifying entries

Skills/Qualifications:

- Enrolled as post secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2018.
- Previous knowledge in office administration, accounting and data entry would be an asset
- Excellent organizational and interpersonal skills
- Ability to work independently
- Strong Computer skills (Excel, Internet, WORD, ACCESS, Windows)
- Ability to prioritize tasks
- Police background check required
- Confidentiality Agreement must be signed
- Ability to lift file transfer boxes

Work Location: Belleville
Position Length: May 22 – August 24, 2018
Closing date to Apply: February 21, 2018

Please direct resumes to: careers@hastingscounty.com

*PLEASE QUOTE 'SUMMER STUDENT Posting #2018-SUM-GG-52 IN THE SUBJECT LINE WHEN APPLYING FOR THIS POSITION.
FINAL LOCATION BEING FILLED MAY BE DIFFERENT FROM THAT POSTED.*

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.

"The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation."