



## **Treasury Office Assistant - Summer Student Position**

**2023-SUM-GG-22**

### **Job Description:**

- Verify, receipt and process daily cheques and cash received from other departments in preparation of bank deposits
- Process receipts in the Accounts Receivable modules
- Process vendor invoices in the Accounts Payable system and subsequent printing of cheques and processing of EFT payments
- Perform general office duties 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 as required

### **Skills/Qualifications:**

- Enrolled as post-secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2023
- 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 and transfer boxes

**Work Location:** Belleville  
**Position Length:** May 23 – August 25, 2023  
**Closing date to Apply:** February 21, 2023 by 4:00 pm

Please direct resumes to: [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

*PLEASE QUOTE 'SUMMER STUDENT Posting #2023-SUM-GG-22 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."*