

**King is Hiring
Finance Summer Student
(Contract; May - August 2023)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Manager of Revenue / Deputy Treasurer and Manager of Financial Planning and Reporting / Deputy Treasurer is responsible for the following:

- Month-end/annual general ledger account reconciliations.
- Documentation and creating training documents.
- Assistance with implementation of new software initiatives.
- Back-up support for Finance Clerks during vacation & peak transactional cycles.
- Tax and Water Billing Adjustments, including data entry.
- Filing.
- Other duties as assigned.

The successful applicant will possess:

- Working towards an Accounting Diploma, or equivalent.
- Minimum of one (1) co-op work term in an office environment, ideally with exposure to general accounting procedures.
- Knowledge of Microsoft Applications (i.e. Excel, Word).
- Exceptional communication (verbal and written) and interpersonal skills.
- Good organization and time management skills.
- Excellent computer skills - focus on Excel and Word.
- Ability to work independently as well as in a team environment and to prioritize to meet inflexible deadlines.

Hourly Rate: \$16.50 - \$17.50/Hour

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy ADM-POL-163, COVID-19 Vaccination. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. To maintain ongoing fully vaccinated status, the successful candidate must also receive each dose/booster that may be required or recommended by Public Health. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Qualified candidates are requested to forward their resume by **March 31, 2023** by **4:30 pm** to:

Human Resources
2585 King Road
King City, Ontario
L7B 1A1
E-Mail: hr@king.ca

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.