



**Finance Assistant
Espanola**

**Temporary Contract 3 to 6 months
Internal/External Posting**

Posted: June 12, 2019

Competition #2019-07-AD

Under the management of the Finance Supervisor, the position of Finance Assistant will assist within the Finance and Administration Department. The Finance Assistant is responsible directly for payroll including preparation and data gathering, G/L Account Management, Accounts Receivable and Accounts Payable.

Qualifications: Incumbent must have a minimum of a 3-year Accounting Diploma from a recognized Canadian accredited College. Must have a minimum of 1-year experience in an accounting environment. Must possess excellent computer skills as well as demonstrated functional ability in accounting software. Bilingualism (English and French) an asset. Valid Ontario Class G Driver's License with insured vehicle for employment related use.

Location: Espanola

Salary: \$27.81/hour (35 hours per week)

Commencement Date: July 2019

Interested individuals are invited to submit a covering letter and a résumé outlining their education, skills, qualifications and experience and how they relate to this position no later than **Friday June 28, 2019 at 4:30 p.m.**

Please forward your application quoting competition # 2019-07-AD to the attention of:

Human Resources Department.
Manitoulin-Sudbury District Services Board
210 Mead Blvd
Espanola, Ontario
P5E 1R9
Fax (705) 862-7866
Email: jobs@msdsb.net

Information gathered relative to this position is done in accordance with the Municipal Freedom of information and Protection of Privacy Act and will only be used for candidate selection. While all responses are appreciated; only applicants selected for an interview will be contacted.