



**Finance Assistant  
Espanola**

**Temporary Summer Student  
External Posting**

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Posted: March 10, 2020

Competition #2020-02-AD

Under the management of the Director of Finance and Administration, the position of Student Finance Assistant will assist within the Finance and Administration Department. The Student Finance Assistant will provide support to the department including accounts payable, accounts receivable, payroll and management reporting.

**Qualifications:** Minimum one year of related post-secondary education. Confirmation of return to school. Must have good computer skills and excellent analytical skills.

**Location:** Espanola

**Salary:** \$16.50/hour (35 hours per week)

**Commencement Date:** May 2020

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 **March 23, 2020 at 4:30 p.m.**

Please forward your application quoting competition # 2020-02-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](mailto: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.