



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

OPEN TO: High School Students, Post-Secondary Students

POSITION: **Finance Position (1 position available)**

LOCATION: Municipal Office

SALARY: \$13/hour - 35 hours per week – 12 weeks

RESPONSIBILITIES:

The Finance student will report to the Manager of Accounting and Finance and will be:

- Responsible for receiving payments for property taxes, water, sewer and other miscellaneous items.
- Answering incoming calls, fielding questions, sorting mail
- Perform clerical functions associated with the operation of the department
- Complete other responsibilities as designated by the staff of the Finance Department

REQUIREMENTS:

Must have been a High School Student or Post-Secondary Student during 2018-2019 and must be returning in the fall of 2019.

- First Aid/CPR *
- WHMIS/OHS certificates *
- Excellent customer services skills dealing with the public
- Must be honest, trustworthy, and maintain a high level of confidentiality
- Must have good computer skills relating to word processing and spreadsheet applications
- Strong communication skills and interpersonal skills
- Ability to work with limited supervision

* If an applicant does not have these certificates/training, the Finance Department will provide the successful candidate with the training required.

Applications in the form of a cover letter and resume will be accepted until 4pm on Friday, May 24th, 2019.

Applications should be directed to: (Via Mail, Email, or Drop off)

Kathleen Jeffrey, Manager of Accounting and Finance

Municipality of the County of Richmond

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