



## 2022 STUDENT VACANCY POSTING

	<p><b>EMPLOYEE GROUP: CUPE</b></p> <p><b>Hours worked per week: up to 35</b></p>
<p><b>Position: Student Assistant, Finance (2 available)</b></p> <p><b>Grade: Student 3</b></p> <p><b>Wage Rate: \$19.373 / hour (October 2021)</b></p>	<p><b>Department / Division: Financial &amp; Data Services / Finance</b></p>

### DIVISION OVERVIEW:

#### Responsibilities include:

- Accounts payable and accounts receivable, including tipping fee bills, property tax bills and payments
- Financial planning, property taxation policy and advice to Council, related Boards and staff
- Corporate accounting, reporting and internal control systems
- Operating and capital budget preparation
- Cash management, debt administration, accounts receivable and payable, tipping fee billing, accounting for and analyzing municipal electric shareholder activities
- Financial reporting which fulfills Public Sector Accounting Board requirements.

### EDUCATION & EXPERIENCE:

- Must be enrolled in post secondary education and returning to school on a full-time basis in September.

#### **Accountabilities / Tasks**

#### **Include, but are not limited to, the following:**

- Coordination of annual tax sale process including updating of analysis, managing communications with property owners, reviewing payments, reviewing costs related to process (i.e. legal fees)
- Review of various tax related policies and procedures
- Entering payments, journal entries, adjustments, as required.
- Update of billing systems including municipal drains.

#### **All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

#### **This position requires:**

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|---|------------|
| - a current (within the past 6 months) Police Check | <b>NO</b>  |
| - COVID-19 vaccine (must be fully vaccinated)       | <b>YES</b> |

## **AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.