



Job Posting Finance Administrative Assistant

Type: Temporary (1 year contract)
Salary: \$51,098.04 to \$60,111.83 annually
Hours of work: 35 hours per week, Monday to Friday
Department: Finance Department

The Municipality of Trent Lakes is accepting applications for the position of Temporary Finance Administrative Assistant.

Qualifications:

- Minimum two (2) year post secondary diploma in a related field;
- Minimum one (1) year experience performing similar duties as listed above;
- Demonstrated experience in cash receipting, cash handling and balancing;
- Knowledge of property taxes and inner workings;
- Knowledge of Keystone and Filehold programs an asset;
- Excellent organizational and administrative skills, demonstrating attention to detail and accuracy;
- Demonstrated time-management skills with the ability to prioritize workload and meet deadlines effectively with minimal supervision;
- Proficient with Microsoft Office and Adobe Pro;
- Excellent analytical, interpersonal and public relations, written and oral communications;
- Ability to multi-task with frequent interruptions in a dynamic workplace;

The full job description is available at <https://www.trentlakes.ca/careers-and-volunteering>.

Let us know why you would be an excellent team member by submitting your application.

Applications must be clearly marked "Finance Administrative Assistant" and will be received in confidence no later than 4:00 p.m., Friday, May 24, 2024. Please submit your resume to the Human Resources Coordinator, Municipality of Trent Lakes, 760 Peterborough County Road 36, Trent Lakes, Ontario K0M 1A0. E-mail submissions are acceptable at hr@trentlakes.ca.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.