



## **We're looking for a Student, Finance to join Clarington's Finance and Technology team!**

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

### **Why Clarington**

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### **Position Snapshot**

Reporting to and under the direction of the Supervisor, Accounting Services, working as part of a group of dedicated, collaborative, and supportive people, this is your time to join this expanding team and use your drive and initiative to do meaningful work. The Accounting Services and Financial Planning divisions require a dedicated student to assist with accounting and financial planning support from September 2, 2025, to December 23, 2025.

### **What you'll be doing**

**As a Student, Finance, your responsibilities include but are not limited to:**

- Preparing or processing vendor AP invoices or general AR requisitions into MS Dynamics GP.
- Processing weekly cheque and electronic funds transfer runs of approved vendor invoices and any urgent cheques requested (alternate).
- Providing effective payment processing or collection of all AP accounts and general AR while maintaining good customer focused relationships.
- Responding and resolving any AP or AR invoice related enquiries/issues/past due items with staff and the public.
- Analyzing and reconciling general AP or AR subledgers to general ledger on a timely basis including monthly aged trial balance to departments.
- Processing p-card transactions and journal entries.
- Processing vendor EFT banking data.

- Processing and posting of cash receipts in MS Dynamics GP.
- Data entry and spreadsheet formatting in MS Excel.
- Providing training to high school coop student as required.
- Other duties as assigned.

## What you bring

### The successful candidate will have:

- Candidates must currently be enrolled in and returning to full time studies in a recognized post-secondary educational institution on a full-time basis and maintaining a course load of three or more courses in the Winter 2026 Term.
- Candidates must be enrolled in a registered co-op Bachelor of Commerce program, an Accounting or Finance Specialty.
- Demonstrated proficiency in MS-Windows including all MS-Office applications. i.e. (Outlook, Word, Excel, Access, and PowerPoint).
- Knowledge of accounting software is an asset.
- Excellent customer service and good interpersonal skills with a demonstrated ability to deal with the public and staff courteously and efficiently.
- Must be legally eligible to work in Canada.

## What we offer

We offer the following benefits and perks to ensure that your total compensation package addresses both your work and life needs.

- Rate of pay: \$19.00 per hour.
- Hours of work: 35 hours per week

## We are an equal opportunity employer

- The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.
- We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position, should you be selected, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

- Documentation that provides proof of current enrolment as well as identifying your status in the program must be submitted with your application.

## **Privacy**

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

## **Ready to apply?**

Please submit your application online by July 8, 2025, 11:59PM.

We thank all applicants for their interest. However, only those under consideration will be contacted.