

Clarington

We're looking for a Finance Student to join Clarington's Accounting Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

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

About the Role

Vacancy Status: This posting is for a newly created position.

Reporting to the Supervisor, Accounting Services, the successful candidate will be 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 1, 2026, to end of August 27, 2027.

Key Responsibilities

- Preparing or processing vendor AP invoices or general AR requisitions into MS Dynamics GP.
- 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.
- Assisting with municipal cash counts.
- 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.
- Perform other duties as assigned, including those specific to the department.

What you bring

- 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 Fall 2027 Term.
- Candidates must be enrolled in a registered co-op Bachelor of Commerce program, with 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 entitled to work in Canada.

What we offer

- Rate of pay: \$20.75 per hour.
- A pension program to support long-term financial security.
- Hours of work: 35 hours per week

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

How to Apply

Applications will be accepted until **Sunday, June 28, 2026, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.