



Internal/External Job Posting Summer Student Position Accounting Assistant

General Accountabilities

As a member of the finance team reporting to the Financial Controller, this position will provide assistance to the finance department at the Grand River Conservation Authority. The ideal candidate for this role will be detail oriented, willing to learn new processes, complete responsibilities accurately and in an efficient and timely manner and has a desire to work in a fast-paced work environment while performing some core financial tasks that support the organization's business objectives.

Specific Accountabilities

1. Process Accounts Receivable transactions and deposits via Electronic Funds Transfer and POS (Point of Sale) systems.
2. Process Accounts Payable invoices in a high-volume environment, ensuring adequate authorization and supporting documentation is maintained.
3. Assist with processing automatic withdrawals from GRCA bank accounts.
4. Assist with a range of accounting functions and data analysis, as required.
5. Maintain accounting files including records retention/destruction duties and perform daily filing requirements.
6. Other administrative duties as assigned.

Technical Accountabilities

1. Minimum first year completed in an Accounting or Finance related university program.
2. Experience in accounts payable, accounts receivable and/or other accounting related duties would be an asset. An understanding of accounting principles is required.
3. Proficient in Microsoft Office Suite and Office 365 applications (Word, Excel, Outlook, SharePoint, Teams), with advanced expertise in Excel.
4. Experience with Microsoft Dynamics GP ERP software and SmartConnect integration software is considered an asset.
5. Good interpersonal, communication, analytical and organizational skills.
6. Ability to work independently as well as part of a team.

The pay range for this position is \$18.00 to \$20.00 per hour/35 hours per week

Approximate Term: May 2023 to September 1, 2023

To Apply: Please send a resume and covering letter to careers@grandriver.ca in MS Word or PDF format and quote "Accounting Assistant-Student" in the subject line.

Deadline for Applications: February 10, 2023

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.