



## **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**

- Process Accounts Receivable transactions and deposits from various sources including Electronic Funds Transfers (EFTs) and Point of Sale (POS) systems.
- Process Accounts Payable invoices in a high-volume environment, ensuring adequate authorization and supporting documentation is maintained.
- Assist with reconciliation and reporting of Conservation Area revenue.
- Processing automatic withdrawals from GRCA bank accounts for utilities.
- Maintain accounting files including records retention, digitization and destruction duties.
- Assist with a range of accounting functions, data analysis, and other administrative duties as assigned.

### **Technical Accountabilities**

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

The pay range for this position is \$20.00 to \$22.00 per hour/35 hours per week

**Approximate Term: May 2026 to September 4, 2026**

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

**Deadline for Applications: February 8, 2026**

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 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 Director of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.