INTERNAL / EXTERNAL POSTING
Township of Southgate
185667 Grey Road 9
Dundalk, ON  N0C 1B0
www.southgate.ca

Employment Opportunity
Finance Assistant – Payables and Payroll

The Township of Southgate invites applications for the position of Finance Assistant – Payables and Payroll, on a full-time basis for a six month contract, with the potential to become permanent.

Reporting to the Treasurer, the Finance Assistant – Payables and Payroll is responsible for entering vendor invoices for all departments for payment, responsible for entering timecards for all departments and processing payroll, assists with the day-to-day operations of the Finance department; provides back-up, as necessary, for the Finance Assistant – Revenues, and shares in the responsibility for front counter/reception duties.

Please visit www.southgate.ca for the full posting and detailed job description.

To apply, please forward your resume and cover letter to the attention of William Gott, Treasurer to the address above or by email to employment@southgate.ca.

Closing Date: Tuesday October 8th, 2019 at 10:00 am EDST
Salary range: Pay Band 12 (Starting rate $42,751.80 [35 hrs. per week])

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate is an equal opportunity employer.