



Town of Erin

Finance Summer Student

Position Title: Finance Summer Student (contract)

Reports To: Director of Finance & Treasurer

Are you a student looking for an opportunity to help build your career over the summer? The Town of Erin is a growing municipality rooted in customer service, innovation and teamwork and we are looking to hire a summer student to assist in the Finance business unit! The successful candidate will obtain valuable work experience and gain transferrable skills in all areas of municipal finance.

Position Responsibilities

- The incumbent will provide business support to the Finance Department in the following areas:
 - Accounts Payable
 - Accounts Receivable
 - Taxation
 - Corporate Accounting
- Other duties as assigned.

Position Requirements

Education

- Currently enrolled in post-secondary education.

Experience

- Previous experience working in finance is considered an asset.
- Working knowledge of Microsoft Excel and Word.

Working Conditions and Environment

- This position will be based out of the Town Offices
- Normal office hours are 8:30am-4:30pm, Monday through Friday
- This is a contract position, working 35-hours a week.
- Proof of full vaccination against covid-19 is required.

Position will remain open until filled. Please send your resume to HR@Erin.ca

The foregoing represents a reasonable statement of the requirements of the aforementioned positions. Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.