



— TOWNSHIP OF —  
ASHFIELD-COLBORNE-WAWANOSH

## Office Administration Summer Student Job Description (OA-1) (Treasury/Administration)

### Position Summary

The Township of Ashfield-Colborne-Wawanosh is seeking an organized and motivated summer student to assist within our Treasury / Administration Department. This position will provide the student with an opportunity to gain valuable hands-on experience with basic accounting principles, municipal financial management, financial reporting, asset management and more.

This position is based on a 35-hour work week Monday to Friday from May to the end of August.

### Tasks / Responsibilities

- Accounts Receivable and Accounts Payable functions
- Asset Management data collection and data entry
- Receiving and processing customer payments
- Preparing financial worksheets to support Township projects
- Assisting with records management practices including data entry
- Creating documents such as reports, letters, newsletters, notices, etc.
- Assisting with other departments as needed
- Performs other duties as assigned

### Skills and Knowledge

- Microsoft 365
- Strong mathematical skills
- Ability to work independently
- Strong work ethics
- Teamwork and collaboration
- Oral and written communications skills
- Customer service including telephone and counter inquiries
- Knowledge of proper cash handling procedures

### Requirements

- Valid G class driver's license
- Currently enrolled in a post-secondary institution