



— TOWNSHIP OF —
ASHFIELD-COLBORNE-WAWANOSH

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

Position Summary

The Township of Ashfield-Colborne-Wawanosh is seeking an organized and motivated summer student to assist within our Treasury 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
- Assisting with other departments as needed
- Performs other duties as assigned

Skills and Knowledge

- Microsoft 365
- Strong mathematical skills
- Ability to work independently
- Oral and written communications skills
- Knowledge of proper cash handling procedures

Requirements

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