



is recruiting for a **FINANCE INTERN**  
~ POST SECONDARY STUDENT OPPORTUNITY ~

This is a full time position within our Administration team, consisting of 35 hours per week plus overtime if required, starting at the end of the Post Secondary School year for the Summer with potential for ongoing and future employment.

**What's required:**

Enrolled in, or graduating from a Post Secondary School course program. Working towards, or completing a degree or diploma with an accounting related discipline.  
Good organizational skills and good public relation skills. Ability to exercise diplomacy, tactfulness and confidentiality. Excellent communication skills and excellent computer skills. Ability to deal with the public, ability to work in a team environment and independently.  
Experience in a municipal work environment would be an asset. Experience with websites and computer Information Technology would be an additional asset.  
Must have reliable transportation/vehicle. Police Record Check will be required. Must be bondable.

**What you'll learn:**

Good knowledge and understanding of municipal accounting and procedures.  
Asset management experience. Payroll and Human Resources experience.

**What we offer:**

A positive and supportive work environment. A good work/life balance with opportunity for advancement. Interesting and variety of daily work tasks. Potential long term employment. Willingness to obtain Municipal Administration Program professional designation.

Rate of Pay \$20.58/hour plus Vacation Pay.

Interested and qualified candidates are asked to submit a detailed resume and signed cover letter as soon as possible, but no later than Mar 24, 2023 to:

Brenda Paul, AMCT, Clerk-Administrator  
Township of Machar, 73 Municipal Rd N, Box 70, South River, ON POA 1X0  
Fax 705-386-0765, Email [infomachar@vianet.ca](mailto:infomachar@vianet.ca) [www.machartownship.net](http://www.machartownship.net)

Only those selected for an interview will be contacted.  
The information provided will only be used for the purposes  
of this position and will be managed in confidence with the MFIPPA.