



**Grand River  
Conservation Authority**

**JOB SPECIFICATIONS**

**TITLE: Accounting/Administrative Assistant**

**WORK PERIOD: April 29, 2019 to August 30, 2019**

**REMUNERATION: \$15 per hour, 35 hours per week**

**Summer Employment for Students**

**General Accountabilities**

This position will provide assistance to the finance department at the Grand River Conservation Authority head office. Duties will include accounts payable support, accounts receivable support, receptionist duties and other administrative tasks as considered necessary.

**Specific Accountabilities**

1. Process Accounts Receivable, Accounts Payable, POS (point of sales) transactions and direct deposits via Electronic Funds Transfer and/or automatic withdrawals from GRCA bank accounts.
2. Daily processing and reconciliation of Conservation Area cash receipts.
3. Receiving and directing appropriately all incoming calls, faxes and visitors to the Head Office (switchboard relief).
4. Maintain accounting files including records retention/destruction duties and perform daily filing
5. Other administrative duties as assigned.

**Technical Accountabilities**

1. Minimum first year completed in an accounting or business administration university program.
2. Experience in accounts payable, accounts receivable or other accounting related duties would be an asset.
3. Knowledge of Dynamics GP accounting software is desired.
4. Good interpersonal, communication, analytical and organizational skills.
5. Ability to work independently as well as part of a team.
6. Proficiency in Microsoft Office suite (Word, Excel and Outlook).

**TO APPLY:**

Please send your resume and cover letter (referencing Student Accounting Assistant position) by email to [careers@grandriver.ca](mailto:careers@grandriver.ca) by **Friday March 29, 2019**

*Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

*We thank you for your interest, however only candidates under consideration will be contacted.*