



**SOUTH NATION
CONSERVATION
DE LA NATION SUD**



Tel: (613) 984-2948 • Fax: (613) 984-2872 • Toll Free: 1-877-984-2948 • 38 rue Victoria Street, Finch, ON K0C 1K0 • www.nation.on.ca

FINANCE CLERK (1 Position)

Employment Period: May – August 2011
Compensation: To Be Determined
35 Hour Week

JOB DUTIES:

Reporting to Director of Finance, this position will assist the Finance department staff in their daily activities. Duties may include Accounts Payable/Accounts Receivable, payroll, deposits, filing and archiving, photocopying, mailing, typing and emailing.

GENERAL ELIGIBILITY REQUIREMENTS:

- Experience with computers and Microsoft Office programs
- Excellent organizational and interpersonal skills
- Post-Secondary Education in Financial Management or previous experience is an asset
- Valid Ontario Driver's License (vehicle abstract required)
- Bilingualism (French/English) is an asset

SUMMARY OF MAJOR TASKS:

- Typing and emailing
- Re-organizing filing systems
- Catalogue documents for bank filing
- Assisting with A/P & A/R and Payroll
- Mailing out A/P & A/R
- Bank deposits
- Other duties as assigned by the supervisor.
- All duties must be performed in accordance with SNC Safety Policy and Procedures, as well as the Occupational Health and Safety Act and Regulations.

LOCATION: The South Nation Conservation office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

Forward Resumes by Aprilth, 2011 to:

Alain Desjardins, Director of Finance
38 Victoria Street, Finch, ON K0C 1K0
(613) 984-2948
adesjardins@nation.on.ca

Please quote 'Finance Clerk' in the subject line. Resumes submitted via e-mail must be in Word or pdf format. Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted.

Our Local Environment. We're in it Together.  Notre environnement. Nous le partageons.

