



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE
SUMMER EMPLOYMENT OPPORTUNITY

**Treasury Department – Student Accounting /Tax Clerk
(Temporary position – 4 months – May to August)**

Supported by the Canada Summer Jobs program, the Township of Uxbridge is looking to hire a Summer Student to assist with the daily operations of the Treasury Department. This position would be working during regular business hours (35 hours weekly) Monday to Friday.

Duties and Responsibilities:

- Data entry of accounts payable invoices
- Providing customer service including processing of revenues & cash receipts and handling of phone, email or in-person inquiries
- Assist with file maintenance including laser fiche scanning and record retention
- Assist with Final Tax Bill mass mailing
- Other administrative duties and functions, as assigned

Qualifications and Competencies:

- Currently enrolled in an Accounting, Business or Finance program at a post-secondary institution and must be returning to post-secondary studies in September
- Demonstrate excellent customer service skills, be confident and has the ability to deal with the public and co-workers in a courteous and respectful manner
- Excellent oral and written communication skills
- Advanced computer literacy skills and proficiency using all Microsoft Office software applications
- Practice good time-management and organizational skills

If you are interested in applying for this position, please forward your resume to:

Susan Straughan, Manager of Property Taxation & Revenue
51 Toronto Street South, P.O Box 190 Uxbridge ON L9P 1T1
sstraughan@uxbridge.ca

Application deadline: January 31st, 2025 at 4:30 p.m.

We thank all applicants and advise that only those to be interviewed will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.