



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Finance Assistant – Utilities & Receivables

FULL-TIME

Join our Southgate Team! The Township of Southgate is the most southern area of the lovely Grey County and is situated north of the GTA along Highway 10, We are now accepting INTERNAL/EXTERNAL applications for the position of **Finance Assistant – Utilities & Receivables** in our Hopeville Administration office on a full-time basis.

The Finance Assistant – Utility and General Receivables is responsible for processing wastewater/water billings, municipal facility bookings and processing general receivables as well as responsible for the solid waste administrative functions.

This position shares in the responsibility of front counter/reception duties, answering phones, taking payments and providing customer service.

For a complete job description, including qualifications and further information please visit the employments opportunities section of our website (www.southgate.ca).

Closing Date: Friday, October 25, 2024 at 2:00pm local time
Salary range: \$54,035.80 - \$60,023.60 annually (35 hours/week)

Submit resume to: Township of Southgate
Attn: Kayla Best
Re: Finance Asst – Utilities & Receivables
185667 Grey Road #9, RR#1
Dundalk, ON N0C 1B0
Fax: (519) 923-9262
E-mail: employment@southgate.ca



The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only.