

Treasury Department – Records Summer Student Employment

The Township of Uxbridge, Treasury Department are accepting applications for a summer student. Employment will begin on May 1st, 2018 until August 31, 2018.

Duties: Will assist with file maintenance, including laser fiche scanning of archived accounting documents. This position will assist with the transition to an electronic filing system for the Treasury Department and complete various tasks as assigned.

Job Requirements: Applicants should be currently enrolled in a post-secondary educational institution and returning to continue their education in September. Preference will be given to those studying in related fields.

Please ensure that the position being applied for is clearly marked on the application. Please direct resumes to the attention of:

Gayle Gregor
Supervisor of Accounting
P.O. Box 190
51 Toronto Street
Uxbridge, ON L9P 1T1
ggregor@town.uxbridge.on.ca

Applications will be accepted until March 23, 2018 at 4:30p.m.

We thank all applicants that apply, however only those under consideration 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