



The Municipality of Huron East is now accepting applications
for the position of

Finance – Summer Student Position

The successful applicant will work closely with the Director of Finance/Treasurer to provide administrative support within the Finance department, including receiving and processing payments, and handling cash, data entry and records management, reception, sorting mail and processing courier items.

Applicants should be currently enrolled in High School, College or University, and be returning in the fall. Applicants should have a working knowledge of office procedures, and be skilled in Advanced Microsoft Office and Windows. Municipal experience is considered an asset.

This is a full time position, Monday to Friday commencing May 1st, 2024 and ending September 1st, 2024.

Further information including a complete job description is available on the Huron East website (www.huroneast.com)

Applicants are asked to submit a detailed resume in confidence to the undersigned by 4:00 p.m. on Friday, April 5th, 2024.

Stacy Grenier

Director of Finance/Treasurer
Municipality of Huron East
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Seaforth, Ontario. N0K 1W0
519-527-2561 (fax)
treasurer@huroneast.com

We thank all applicants and advise that only those selected for an interview will be contacted.