



Township of White River

Finance Assistant

Full-Time | 35 Hours per Week

The Township of White River is currently seeking a qualified and motivated individual to fill the position of **Finance Assistant**.

Reporting directly to the Chief Administrative Officer (CAO), the Finance Assistant is responsible for providing financial, administrative, clerical, and customer service support to ensure efficient and accurate municipal operations. This role supports daily financial transactions, payroll administration, accounts processing, and front-line public service functions in accordance with Generally Accepted Accounting Principles (GAAP), municipal by-laws, policies, and procedures.

The successful candidate must be able to work effectively in a fast-paced office environment, manage multiple priorities, and maintain accuracy while responding to frequent interruptions and public inquiries.

Key Responsibilities

- Process daily financial transactions, including revenues, expenses, payments, and invoices.
- Maintain accurate financial records, files, and reports.
- Assist with payroll preparation and monitoring.
- Ensure vendors and suppliers are paid within established timelines.
- Provide administrative support, including responding to telephone and email inquiries.
- Receive and process payments for municipal services.
- Provide Ministry of Transportation services to the public.
- Work collaboratively with the Deputy Treasurer and CAO to support municipal financial operations.
- Prioritize and manage multiple tasks while maintaining attention to detail in a busy office setting with frequent interruptions.
- Perform additional duties as assigned.

Qualifications and Requirements

- Community College Degree or Diploma in Business, Accounting, Finance, or a related field, or an equivalent combination of education and experience.
- Sound knowledge of accounting and bookkeeping procedures.

- Experience with accounting software such as VADIM or QuickBooks.
- Strong organizational, multitasking, and time management skills with the ability to work independently and adapt to changing priorities.
- Ability to maintain professionalism and accuracy while handling frequent interruptions and customer inquiries.
- Proficiency in Microsoft Office applications, particularly Microsoft Excel.
- Excellent communication and customer service skills.

Application Information

Interested candidates are invited to submit:

- A cover letter
- Resume

Applications must be received no later than:

Thursday, June 11, 2026, at 3:00 p.m.

Submit Applications To:

Township of White River

102 Durham Street

P.O. Box 307

White River, Ontario P0M 300

Email: cao@whiteriver.ca

Fax: 807-822-2719

For additional information, please call:

(807) 822-2450 ext. 206

The Township of White River thanks all applicants for their interest; however, only those selected for an interview will be contacted.