

**Township of Cavan Monaghan
Job Description**

Position: Finance Summer Student Clerk

Reports to: Director of Finance

This Job Description is effective: November 2025

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Job Summary

The Township of Cavan Monaghan is seeking a detail-oriented and enthusiastic post-secondary student to join our Finance Department for the summer. This position offers a unique opportunity to gain hands-on experience in municipal finance and customer service, while contributing to the delivery of public services in a collaborative and professional environment.

Duties and Responsibilities

- Serve as the first point of contact for the municipal office, greeting visitors and providing professional reception services.
- Respond to inquiries in person, by phone, and via email, ensuring accurate information and excellent customer service.
- Direct calls and visitors to appropriate staff or departments; manage incoming and outgoing correspondence.
- Process payments for taxes, utilities, and other municipal services; prepare and balance daily deposits.
- Perform data entry for invoices and financial transactions; update and maintain customer account information.
- Support financial reporting and reconciliation tasks as directed.
- Assist with general office administration, including filing, scanning, and document preparation.
- Support the Finance team with scheduling, coordination and workload.
- Ensure confidentiality of all information in compliance with the Municipal Freedom of Information and Protection of Privacy Act.

- Perform additional duties as assigned based on the needs of the Department and Organization.

Job Knowledge/Education

- Currently enrolled in a post-secondary program in Accounting, Business Administration, Finance or a related field.
- Strong attention to detail and ability to follow procedures.
- Excellent interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Experience in customer service or office administration is an asset.
- Proficiency in Microsoft Office applications.

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

Reviewed By:

Chief Administrative Officer

Date