



The Township of Zorra is seeking a **FINANCIAL ASSISTANT (temporary 12-month position)**

The Township of Zorra is a fast-growing, mixed rural/urban community with a population approaching 9,000. Zorra is located in the heart of south-western Ontario and offers a high quality of life and abundant recreational opportunities. Zorra prides itself on being an employer of choice and strives to engage a workforce that is inclusive, diverse, and focused on customer service.

The Township is seeking an experienced individual for a temporary, 12-month contract in the Financial Assistant position. The Financial Assistant position provides support to the Director of Finance and Tax Collector/Deputy Treasurer. They are also responsible for backup to the front customer service counter.

A full position description, including all responsibilities, is available at www.zorra.ca. The key responsibilities for this position include:

- Processing bi-weekly payroll for all Zorra employees and monthly payroll for equipment
- Accounts payable.
- New employee onboarding, benefit administration and Human Resources support.
- Facilitates annual employee training.
- Organizes Zorra Now advertisers three times a year.
- Processing of all tax and miscellaneous payments received as directed

The hourly wage range for this position is \$25.87-\$31.73 and is based on a 35-hour work week; either the compressed 4-day work week or 5-day work week. Zorra also offers a comprehensive employee benefit plan and participation in OMERS.

Please submit your cover letter and resume in PDF format before **5:00 p.m. on Thursday, October 13, 2022** to Jenna Gallman at jgallman@zorra.ca

All current graduates and pursuing students with either business or payroll diplomas are encouraged to apply. The Township of Zorra would like to thank all applicants, but only those selected for an interview will be contacted.

The Township of Zorra is committed to be an employer committed to diversity and inclusion and to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Township if you require accommodation.

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.