



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Job Title: Finance Assistant

Job Posting #: 2026-01

Department: Finance

Location: Hopeville Administration Office (185667 Grey Rd 9, Dundalk, ON)

Status: Permanent Full-Time

Hours per Week: 35

Salary / Wage: \$55,110 to \$61,225 annually (2025 rates)

Application Due Date: February 18, 2026 at 2pm

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County. "Rooted in community, embracing our future", our mission is to provide enhanced and reliable municipal services for Southgate's community and businesses to ensure sustainability now and into the future.

Due to a vacancy, the Township of Southgate is now accepting INTERNAL/EXTERNAL applications for one (1) permanent full-time position of **Finance Assistant** at our Administration office in Hopeville.

Job Duties:

- First point of contact for customer service at the administration office; including answer the phone, general email and in person at the counter.
- Accounts receivable functions including invoicing, sending statements, reconciling accounts.
- Banking functions including cash receipting and bank deposits.
- Support tax collector with tax related inquires and tasks.

Qualifications:

- 2-year community college diploma in business administration or equivalent work experience.
- Certified Municipal Revenue Professional (CMRP) or working towards considered an asset.
- Minimum 2 years of experience in accounting, cash handling, customer service and computer work.

For a complete job description and further information please visit the employments opportunities section of our website (www.southgate.ca).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources (employment@southgate.ca or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job **#2026-01** by **February 18, 2026**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.