



## Townships of Greater Madawaska, McNab/Braeside & Whitewater Region

Located within the scenic Ottawa Valley, the Townships of Greater Madawaska, McNab/Braeside & Whitewater Region are dynamic places to live, work and play. Greater Madawaska is the most picturesque and diverse tourist destination in the Ottawa Valley, while McNab/Braeside is a nature's paradise with a wealth of natural and recreational assets. Whitewater Region is known worldwide for whitewater rafting and kayaking while offering a variety of year-round activities.

### ***Employment Opportunity – Finance Intern***

In partnership with the Government of Ontario through the Municipal Modernization Program Intake 3 – Implementation Stream, the Townships of Greater Madawaska, McNab/Braeside, and Whitewater Region are seeking a Finance Intern for a period of one year to assist each municipality's finance department with various financial tasks. The successful candidate will work for each municipality for a period of four months and will report to each Treasurer while on assignment. This is an excellent opportunity to start your municipal career in finance by gaining solid experience in three dynamic and growing municipalities.

#### **Position Qualifications:**

- Pursuing or completed a post-secondary education in finance, commerce, or business administration
- An understanding of local government administration
- Proficiency with Microsoft Excel, PowerPoint and Word
- Ability to work independently
- Experience and/or knowledge in the following is considered an asset:
  - Data collection
  - Financial forecasting
  - Tangible capital asset listing
  - Municipal asset management planning
  - Municipal budgeting and variance reporting
- An understanding of the importance of ethics in the public sector

**Compensation:** \$30.60 – \$32.55/hour – 35 hours per week

Please forward your detailed resume with covering letter (in MS Word or pdf format), referencing "Finance Intern" to Marsha Hawthorne at [jobs@whitewaterregion.ca](mailto:jobs@whitewaterregion.ca)

**Application Deadline:** April 1, 2022 by 3:00 p.m.

For a full job description, please visit our website [www.whitewaterregion.ca](http://www.whitewaterregion.ca)

***The Townships are committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request. 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 and will be used for the purpose of candidate selection.***