



The Rideau Valley Conservation Authority is the lead intermunicipal agency working to address river-related environmental issues and concerns within the Rideau Valley watershed. Thanks to our many partners, the scope of our environmental protection work includes planning, source water protection, tackling flooding and erosion problems and researching water movement and use in the valley. We help people maintain healthy shorelines, provide advice on development-related issues and report to municipalities, agencies and the public about watershed conditions and trends. We also provide public access to natural waterfront areas, deliver community-based stewardship programs, reduce water pollution and protect fish and wildlife habitat.

## **Finance Assistant**

### **12 Month Contract (Maternity Leave Coverage)**

### **\$56,316 – \$67,346 (plus benefits)**

***Our offices are located in a suburban area just south of Ottawa where public transportation is limited. Candidates should ensure they have reliable transportation prior to applying.***

Reporting to the Manager of Finance, you are responsible for calculating, preparing and processing bills, invoices, and assisting with the administration of other financial records according to established procedures. You maintain the financial records of the Rideau Valley Conservation Foundation and manage the capital assets reporting system. Additionally, you are responsible for processing bi-weekly payroll.

You hold a college diploma in a related field such as Business Administration or Accounting. You have five years relevant experience in an automated environment including some payroll experience. You are proficient with SAGE/ACCPAC accounts payable and general ledger modules and have knowledge of Tangible Capital Asset accounting. You have advanced Excel skill and are proficient with Microsoft Office applications. Additionally you have strong numerical keyboarding skills, strong attention to detail and are able to work independently and as part of a team. You will be required to provide a clear Police Records Check and a valid G2 or higher drivers license with an acceptable driving record.

If you have a strong commitment to championing protection of the environment and the safeguarding of land and water resources, please send your resume and covering letter, no later than **4:00 p.m. on Friday, February 7th, 2020** to:

e-mail: [hr@rvca.ca](mailto:hr@rvca.ca)

Human Resources  
Rideau Valley Conservation Authority  
P.O. Box 599, 3889 Rideau Valley Drive  
Manotick, Ontario K4M 1A5  
Fax: (613) 692-0831

**For a complete JOB DESCRIPTION, visit us on the web at [www.rvca.ca/careers](http://www.rvca.ca/careers)**

*The Rideau Valley Conservation Authority is an equal opportunity employer. We welcome all applications; however we will contact only those candidates selected for consideration.*

*We are committed to providing accommodations for people with disabilities. If you are selected for an interview and you require an accommodation, we will work with you to meet your needs.*