



## STUDENT POSITION — SUPPORT TO THE FINANCE DEPARTMENT

### Job Description

The position holder provides administrative and operational support to the Finance Department. The incumbent assists with the processing, organization, and follow-up of accounting documents, while contributing to financial data entry and the preparation of tracking tools. Under supervision, the incumbent also supports the team in analyzing financial data and preparing reports for management and elected officials.

### Key Responsibilities

- File and archive accounting documents.
- Distribute files to department managers.
- Code certain invoices in accordance with established guidelines.
- Scan invoices requiring approval.
- Enter invoice data into the accounting software (under supervision).
- Count and balance the cash register.
- Assist with the analysis of spending and revenue trends.
- Produce financial dashboards.
- Participate in the preparation of reports for elected officials.
- Occasionally replace the receptionist.

### Required Profile

- Valid Class 5 driver's licence required and must have personal transportation to commute to work.
- Currently enrolled in a college or university program and must confirm a return to studies in September 2026.
- Strong written and verbal communication skills in both French and English.
- Ability to file, organize, and manage confidential documents with accuracy and professionalism.
- Self-motivated, proactive, and solution oriented.
- Strong attention to detail and commitment to data accuracy.
- Ability to work effectively in a team and collaborate with various departments.
- Strong interpersonal skills.
- Demonstrates initiative, motivation, and the ability to work with minimal supervision; possesses decision-making and crisis management skills.

**Supervision / Training:** Required training will be provided by the employer. Supervision will be provided under the direction of the Finance Department.

**Employment Period:** May 11 to August 28, 2026 or June 22 to August 28, 2026.

**Work Schedule:** The regular work schedule is 35 hours per week, Monday to Friday, from 8:00 a.m. to 4:00 p.m. Employees may finish their workday at noon on Fridays, provided that the equivalent of three (3) hours has been made up earlier during the same week.

**Salary:** Starting at \$20.65 per hour

### How to Apply

- Please clearly indicate your current level of education and your age in your résumé.
- Submit your cover letter and résumé to [mireille.melanson@shediac.ca](mailto:mireille.melanson@shediac.ca).
- The application deadline is February 25, 2026.

For more information, please contact Mireille Melanson, Human Resources Manager, at (506) 532-7000 or [mireille.melanson@shediac.ca](mailto:mireille.melanson@shediac.ca).

The Town of Shediac reserves the right to require a criminal record check as part of the hiring process.