



FUNCTIONAL AREA: Finance
LOCATION: Long Sault
JOB TITLE: Summer Student – Finance Clerk
REPORTS TO: Accountant

Summer Student – Finance Clerk

Our Business

Pulsar Measurement is a worldwide leader in ultrasonic instrumentation for wastewater, industrial, and environmental markets. Since 1986 we have developed, manufactured and marketed industrial flow and level monitoring instruments including ultrasonic level transmitters, clamp-on ultrasonic flow meters, and open channel flow meters.

The newly restructured TASI Measurement, our parent group, has successfully grown companies who consistently deliver world-class products and services, focusing on our global customer needs in diverse market segments. TASI Measurement's high repeat customer rate is due to an ability to remain close to our customers reinforced by providing local service and complete engineered solutions and problem solving.

Join us on this exciting journey, as we continue to expand our business.

Job Title: Summer Student – Finance Clerk

Location: Long Sault, ON

Duration: Summer Term

Employment Type: Temporary, Full-Time

About the Role:

We are seeking a motivated and detail-oriented summer student to join our team as a Finance Clerk. This role provides an excellent opportunity for a student currently enrolled in a business or accounting program to gain hands-on experience in a professional office environment. The successful candidate will support the finance department while also assisting with general administrative and reception duties.

Key Responsibilities:

- Assist with accounts payable and accounts receivable processing
- Perform accurate data entry and maintain financial records
- Support invoice processing, tracking, and filing
- Assist with account reconciliations as needed
- Provide reception coverage, including answering phones and greeting visitors
- Handle incoming and outgoing mail and correspondence
- Support administrative tasks such as filing, scanning, and document preparation
- Provide general assistance to the finance team and other departments as required

Qualifications:

- Currently enrolled in a post-secondary program in Business, Accounting, or a related field (preferred)
- Strong attention to detail and accuracy
- Basic understanding of accounting principles
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Strong organizational and time management skills
- Effective communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information

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What We Offer:

- Valuable hands-on experience in a finance and administrative role
- Exposure to real-world accounting processes and systems
- A supportive and collaborative work environment
- Opportunity to develop professional skills and build your resume

How to Apply:

Interested candidates are encouraged to submit their resume and a brief cover letter to t Dupont@pulsarmeasurement.com outlining their program of study and interest in the role.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.