



MUNICIPALITY OF
GREENSTONE

Internal/External

Accounting/Office Clerk, Casual Position

Municipality of Greenstone Admin2018-4

Location: All Wards **Rate of Pay \$18.33 (Under Review)** **CUPE 3045**

Date Prepared and Posted: June 6, 2018

General Description

- To provide counter and phone reception, accept payments for taxes, water and sewer and other accounts receivable.
- To prepare daily bank deposits.

Qualifications

- Minimum Grade 12
- 2 years office or municipal experience
- Competent in computer applications such as Excel and Word.
- Working knowledge of computerized accounting.
- Proficiency in both official languages (oral/written) an asset.
- Must have own vehicle with proof of insurance and a valid driver's license.

Duties/Responsibilities

- Receive and prepare daily cash deposits for balancing.
- Accept payments and issues receipts from other departments for deposit.
- To operate all office equipment.
- Issue fire permits within the regulations
- Accept payments for taxes, water and sewer, and all other accounts receivable.
- Maintain postage and prepare out-going daily mail or courier as required.
- Must be available to work and travel to all Wards within the Municipality of Greenstone.
- Other duties as required.

Hours of work are to be determined by Supervisor. There is no guarantee of hours. This is a union position reporting to the Office Manager.

All applicants must submit a covering letter and resume to Geraldton Ward, Municipality of Greenstone Administration Office no later than **4:30 pm. June 20, 2018** c/o Natasha Viita, Office Manager, Municipality of Greenstone.

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, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

P O Box 70 1800 Main Street, Geraldton, ON P0T 1M0, Canada 807-854-1100

NATURE'S HOME TOWN

