

EXTERNAL JOB POSTING ADMIN-24-07

Finance Department

Accounting Clerk - Administration

Date Posted: March 12, 2024

Job Type: Permanent, Full-Time

Current Job Description Applies

CUPE LOCAL 3045

Rate of Pay: \$31.19/hr

GENERAL

The Greenstone Finance Department requires a Full-Time Accounting Clerk - Administration. The position will be responsible for counter Reception at the main administrative office in Geraldton. The position will also be required to accept payments for taxes, water & sewer and other accounts receivables.

QUALIFICATIONS

- Minimum of Grade 12 education.
- Proficient knowledge in bookkeeping and accounts receivable.
- Proficient in computer applications such as ICity, Excel and Word.
- Proficient in utilities and collections administration.
- Proficient in both official languages (oral/written) an asset

REPORTING RELATIONSHIP

- Reporting to the Manager of Finance & Accounting

HOURS OF WORK

- 7 hours per day, 35 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on March 19, 2024 to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton ON POT 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947