

WE ARE NOW ACCEPTING APPLICATIONS FOR:

General Receivables/Customer Service Clerk

Administrative Level 3 - Finance

This position is the first point of contact for all City Hall customers. This position is responsible for performing basic accounting work involving general receivables, receiving and recording payments for all City services, and providing excellent customer service to both internal and external customers. This position is part of a team and is responsible for performing other clerical functions within the department when required.

The Finance Department endorses the Lean philosophy and requires all positions to incorporate and promote the process within their functions and duties.

MANDATORY QUALIFICATIONS & EXPERIENCE:

- Grade 12, G.E.D., or Mature High School Diploma.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Course work including keyboarding, word processing and excel;
- Sufficient office and customer services experience to demonstrate the ability to effectively deal with the general public and to perform the duties of the position competently.

NOTE: Successful Applicant must pass a Police Criminal Record Check

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

Competition # 230108

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca/>

Posted on: October 19, 2023

Applications will be accepted until **11:59pm on November 2, 2023.**

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$21.46 – 24.69 per hour - 2023 rates.

Position Conditions: This permanent, full-time position (36.25 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!