Clerical – Seasonal Employee
Finance – Corporate Services

Competition #75

Please apply with a cover letter and resume online at: https://jobbank.brandon.ca/

Are you looking to gain valuable work experience throughout the summer? This may be the opportunity for you.

Dates: May 5, 2025 – September 5, 2025 (dates to be finalized upon hiring)

Hours: 8:30 AM to 5:00 PM – 36.25 hours/week – Monday to Friday

Rate of Pay: $19.16 per hour. (2023 Rates)

Closing Date: 11:59 PM on March 31, 2025

TYPICAL DUTIES AND RESPONSIBILITIES

- Provides customer service for walk-ins in regard to various outstanding receivables such as water and tax billings;
- Creates and facilitates the translation of financial data into reports for various end users;
- Provide administration services for management staff;

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma
- Completion of Accounting or Business Certificate or first year of diploma or the completion of at least one year of post-secondary Accounting or Business diploma;
- Previous experience assisting in an administrative field;
- Knowledge of principles and practices of accounting and databases;
- Strong planning and organizational skills, with a focus on quality and high work standards;
- Excellent verbal and written communications skills;
- Working knowledge of MS Word and Excel;
- Strong problem-solving skills and decision-making ability; and
- Ability to work independently.

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 X!

Serving and Building Community!