



JOB POSTING

POSITION TITLE: Accounting Clerk

CLOSING DATE: Open until filled

Please submit resume including three references to Faisal Anwar, CAO at grandviewcao@mymts.net or mail/drop off at the Grandview Municipal Office located at 531 Main Street, Grandview, MB R0L 0Y0.

DESCRIPTION:

Under the direct supervision of the Finance Officer, the incumbent will be responsible for performing clerical and accounting duties related to the operations of the office of the Grandview Municipality. The position involves dealing with the public, answering phones, and general accounting duties. The incumbent will primarily be responsible for all accounts payable, accounts receivable and utilities, and will act as a back up to Finance Officer in their absence.

This position requires the incumbent to be self-motivated, organized, responsible and capable of dealing with general public, suppliers, etc. in an efficient, cooperative, and courteous manner. The incumbent may assist the Municipal Clerk when required or assigned.

This full-time position will be required to work 35 hours per week, Monday to Friday, 8:30 AM to 4:30 PM.

QUALIFICATIONS:

- Completion of Grade 12 and a certificate/diploma in accounting and/or business administration.
- Over one-year of experience in municipal office environment including related accounting duties, or an equivalent combination of education, training, and experience.
- Completion of the Manitoba Municipal Administrators certification program or working towards an accounting designation would be an asset.
- The incumbent shall have an advanced knowledge of office procedures and equipment, and highly developed word processing and spread sheet skills with above average written and oral communication skills.
- A working knowledge of Munisoft applications including but not limited to Financials (general ledger & custom reporter, accounts payable, Paymate Acclaim Payroll) and Receivables (tax assessment, utility billing and receivables, general accounts receivable, and receipting).
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.
- Excellent computer skills: proficiency is required in the use of a variety of computer software programs and related equipment, including Microsoft Word and Excel.
- Must be able to deal with difficult situations.
- Must be capable of report writing and documenting clearly and concisely.
- Proven commitment to excellent work habits including a commitment to timeliness.
- Criminal records check and a child abuse registry check are required.

Note: Only those candidates who are shortlisted for interview will be contacted. For detailed job description, please contact Faisal Anwar, CAO at grandviewcao@mymts.net.