

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Utility Clerk – Finance Administrative Level 5**

This position is responsible for administering the water utility billing function. This involves providing excellent service to utility customers, maintaining accurate records, and performing billing routines. This position is part of a team working collaboratively with other City departments and within the Finance Department. 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;
- Graduate of a recognized Post-Secondary School with a Business Diploma majoring in Accounting or equivalent;
- Minimum of two (2) years' experience in a computerized office environment.

### **Preferred Qualifications & Experience**

- Dynamics Great Plains software experience is preferred.

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#### **Competition # 220082**

Please apply with a cover letter and resume on-line at:

<http://jobbank.brandon.ca>

Applications will be accepted until **11:59 p.m. on August 8, 2022.**

#### **Posting Date: July 22, 2022**

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.

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#### **Rate of Pay:**

\$26.28 – \$27.36 per hour - 2022 rates.

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

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*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!**

**Serving and Building Community!**