

**JOB POSTING**

**POSITION:** Finance and Administration Clerk - Temporary

**DEPARTMENT:** Finance Administration

**RATE OF PAY:** \$24.94/hour (*less 10% during probation period*)

**POSTING DATE:** Tuesday July 7, 2017

**CLOSING DATE:** Tuesday July 28, 2017

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**DESCRIPTION:**

Due to a promotion, this posting is to immediately fill a temporary vacancy (not to exceed six months) for a permanent full time position under the Collective Agreement. Reporting to the Senior Finance Clerk, the Finance and Administration Clerk position will be required to perform a variety of reception, clerical, accounting and cashier duties in support of the general administration of the District of Ucluelet.

This is a Fourty hour per week position, Monday to Friday, 8.00 am to 4:30 pm, with an unpaid one-half hour break for lunch and two fifteen-minute rest breaks (paid).

The successful applicant must be a team player possessing effective communication skills and must be courteous and respectful to Council, supervisors, colleagues, and the general public.

**PRINCIPAL RESPONSIBILITIES:**

- Perform accounting duties as they relate to Municipal Accounting and Finance.
- Perform administrative duties including clerical and staff support, proofreading documents, filing, photo-copying and processing mail.
- Input basic data, including payroll.
- Responsible for daily front office operations including customer enquiries, answering incoming calls, processing complaints, and providing general information to the public.
- Assist with basic research and data analysis as assigned.
- Participate in special projects as assigned.
- Perform the duties of a cashier as required, of which duties include but are not limited to the receiving of payments and issuing receipts, recording transaction data, and preparing cash receipt entries for deposits as required.
- Perform clerical tasks, such as keyboarding, proof-reading, logging data, delivering messages, arranging catering, and running errands; drafts routine correspondence, letters, memos, and reports as required.
- Maintain office supplies and inventory; order materials, supplies, and services as needed.

- Receive, process, and distribute incoming mail, couriered envelopes, packages, and other deliveries; regularly collect, process, and send outgoing mail, courier envelopes and packages.
- Receive and verify invoices and requisitions for goods and services; verify that transactions comply with Procurement policy; prepare batches of invoices for data entry and weekly cheque run.
- Assist with all aspects of records management and the safekeeping of archival records.
- Assist the Recreation department with program registrations, room bookings, and rental enquiries as directed.
- Assist the Finance department as required.
- Ensure that all windows, outside doors, vaults and secured storage areas are shut and locked every afternoon prior to closing.
- Perform other related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Able to exercise courtesy, tact, and diplomacy when providing information to staff and members of the public
- Able to work under pressure and maintain a pleasant disposition
- Able to work well in a team environment
- Demonstrable ability to follow office procedures, using functional terminology, business English, and punctuation
- Demonstrable ability to handle cash and use cash receipting systems
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines
- Successful completion of Grade 12 or equivalent training and/or experience
- Successful completion of a Post-Secondary Diploma or Certificate in related field or equivalent combination of training and experience
- Proficiency using MS Word, Excel, Outlook
- Minimum two years' experience in an office environment
- Valid Class 5 BC driver's license

All Employees with the District of Ucluelet must submit an RCMP Criminal Records check.

The District of Ucluelet wishes to thank all applicants for their interest in the position, however only those that are selected for interview will be contacted.

Resumes and cover letters should be directed to the attention of:

Carolyn Bidwell, Chief Financial Officer, District of Ucluelet

Box 999, 200 Main Street, Ucluelet, BC V0R 3A0 or Fax: 250-726-7335 or E-mail: [cbidwell@ucluelet.ca](mailto:cbidwell@ucluelet.ca)

For further information, including a complete job description, contact the District of Ucluelet, at 200 Main Street, Ucluelet BC, (Monday to Friday, between the hours of 8:00 am to 4:00 pm) or call 250-726-7744.