



Competition No.: 2017 - 24

Hours of work: 35

Close Date: June 29, 2017 at 4:00 p.m.

Remuneration: \$21.63 (Probation/Trial rate)

Location: Civic Office

\$22.77 (Regular rate)

Department: Finance

Duration: July to October 2017

Finance Support Clerk Temporary

Description:

Under the general direction of the Manager of Finance the incumbent is responsible for providing customer support at the counter, performing cash receipting functions; and financial and administrative duties as requested.

Responsibilities & Duties

- To perform the cashier functions in a timely manner consisting of: a) process payment of accounts and issuing receipts, when applicable; b) balancing cash on a daily basis and maintain reports on file; c) responsible for the petty cash system within department; and d) responsible for processing receipts for user fees and charges.
- Responsible for the reconciliation of: a) park gate, campground and boat launch user fees and charges to general ledger; b) garbage tags and ticket user fees and charges to general ledger; c) recycling containers (blue boxes) user fees and charges to general ledger; d) Waste Transfer Station user fees and charges to the general ledger and supply documentation for charge accounts to be billed; e) pool user fees and charges to general ledger; f) all concessions user fees and charges presently operated by the City; and g) petty cash for department.
- To maintain the licensing system consisting of: a) issuing licenses for lottery and animal; b) records for lottery licenses; and c) submit annual report to Licensing and Gaming Authority.
- Responsible for processing Electronic Data Interface (EDI) and Telpay for the payment of Taxes and Utilities.
- Responsible for processing NSF/Void payments and sending letter notifying the customer.
- To process outgoing and incoming mail on a daily basis.
- To assist with the preparation of year-end working papers and variance analysis on assigned general ledger accounts; provide backup and explanation for external auditor as requested.
- To maintain: a) postdated cheque system; b) ordering of office equipment/supplies for department; c) postage machine to include maintenance calls and ensure sufficient funds are available at all times; d) 3-in-1 mailing/inserters, including maintenance calls; and e) departmental information on City's website.
- To provide administrative support to the Manager of Finance and Director of Finance.
- To register Manitoba Health Services Commission applications.
- To be an active team member by working collaboratively with fellow employees and management to accomplish the Finance's ongoing and future operational departmental demands.
- To maintain confidential records. Report to Manager of Finance on any non-compliance with the financial policy/procedures of the city when discovered.
- To remain current on all Resolutions, Regulations, By-Laws, Policies and Legislation that may impact the position.
- To provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.
- To provide backup, support and training to other positions within the department as required; to provide training and assistance to other municipal staff as required.

Finance Support Clerk Posting 2017-24 continued

- To update job knowledge by participating in educational opportunities and maintaining personal networks as it relates to this position.
- To ensure job procedure manual is current for this position and create new procedures as required.
- To present process improvements wherever possible.
- To perform other related duties as may be assigned.

Minimum Qualifications/Requirements:

- Grade 12 Education or GED.
- Post-secondary education with a focus in accounting.
- Two (2) years' experience in an office environment.
- Proficient in using Microsoft office programs specifically Excel, Word and Outlook as well as proficient in researching information on the internet.
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.
- Must possess excellent organizational, time management and filing skills.
- Must be detail orientated, accurate and have the ability to multi-task and meet multiple deadlines.
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Policy.
- Knowledge and understanding of the occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.
- Demonstrated competency in safe work practices.
- Must be bondable.
- Physically able to perform the clerical aspects or physical duties associated with the position.

Desired Qualification:

- Two (2) years' experience in a finance support role.
- Two (2) years' experience in a municipal office environment.
- Previous experience with Dynamics GP software, specifically Diamond Municipal.
- Successful completion of the Manitoba Municipal Administrators Certificate Program.

Comments:

This is a temporary position and is being advertised both internally and externally at the same time. Preference will be given to established (as outlined in the Collective Agreement) members of CUPE Local 336. Applications will be accepted until 4:00 p.m. on Thursday, June 29, 2017. Interested individuals are to specify position being applied for and attach their resume/application listing how they meet the minimum qualifications/requirements of the position. Resumes/applications to be submitted to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6
FAX: 204-482-5448 Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.