



## Finance Clerk

Permanent Full-time

Pay Level 3 \$51,600 - \$65,016

The County of Annapolis Finance Department is currently seeking Finance Clerk to join their team. This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River valley, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Finance Clerk shall be responsible for assisting customers at the front counter, preparing daily cash balancing and bank deposits, receiving and processing address changes, support processing tax rebate, senior rebate, and other government forms as applicable, process and distribute daily mail, support Finance Clerk II with mail and bank deposits, carry out administrative duties, receive applications and accept payments for tax certificates, review and investigate returned mail, provide input into Finance policies and processes as it relates to the front counter, support the records management process for the finance department, provide ongoing support to other Finance Department staff, prepare reports for Accounts Receivable Manager, and carries out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

### *Qualifications:*

Candidates for this position must possess as a minimum, a diploma or certificate in business, accounting, or finance, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of two (2) years experience working in a public sector organization where they performed front counter and front line accounting work, or a private sector firm where they dealt with the public and accounting clients on a regular basis, used financial accounting software and databases spreadsheets on a daily basis, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional data entry and public listening and communication skills with knowledge of the principles and practices of financial

accounting, be fluent with Microsoft Office, and comfortable working in a time sensitive, fast-paced work environment, often with short timelines. This position will occasionally require work outside of normal office hours including evenings.

To view the complete job description, visit:

[Municipality of the County of Annapolis - Employment \(annapoliscounty.ca\)](http://annapoliscounty.ca)

### **How to apply**

Send Your resume to:

Email: [employment@annapoliscounty.ca](mailto:employment@annapoliscounty.ca)

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