

## **ACCOUNTING SUPPORT 3 – FINANCIAL SERVICES**

An excellent opportunity exists for a highly motivated, energetic and reliable individual with a strong aptitude in customer service and computer technical skills to join our Financial Services department as an Accounting Support 3.

During the next 24 months, the City of Camrose will be implementing a new financial software system. The successful candidate will be dedicated to the financial system software replacement project for the first 24 months. The individual will be required to quickly learn the current system and processes within financial services functions such as Accounts Payable, Accounts Receivable, Cash Receipting and Banking as well as gain an understanding of the new system. This will help the individual assist in identifying improvements that can be made, complete testing and contribute to the project to ensure that the transition is completed effectively and efficiently.

This role offers an opportunity to contribute to various financial aspects while adapting to the transition phase of a new system.

### **FUNCTIONS/DUTIES (but not limited to):**

- Document business processes and workflows within Accounts Payable, Accounts Receivable and Cash Receipting.
- Evaluate, test and identify areas for improvement during new system implementation
- Provide coverage and support within Accounts Payable, Accounts Receivable, Utilities, Cash Receipting, Property Taxes, Assessment, Payroll, and City Hall Reception.
- Process payments, invoices and other financial transactions in a timely manner.
- Reconcile accounts, bank statements, and other financial data.
- Identify and resolve discrepancies or issues in financial records.
- Maintain accurate and organized financial records and documentation.
- All other relevant duties as assigned.

### **QUALIFICATIONS:**

- High School Diploma or GED equivalent.
- A minimum of two (2) years of exemplary customer service, some basic accounting training/skills desired.
- A minimum of two (2) years' experience processing financial transactions using financial software.
- Excellent computer skills and demonstrated ability to learn new software.
- Ability to work independently, and process a high volume of information accurately within rigid deadlines.
- Ability to maintain a high level of confidentiality.
- Excellent oral and written communication skills.
- Excellent organizational and time management skills.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

**SALARY & BENEFITS:** The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Applicants are encouraged to submit a cover letter and current resume via e-mail or to the address below by March 22, 2024. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

### **CONTACT:**

City of Camrose - Attention: General Manager of Financial Services  
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