

City of Meadow Lake

Clerk I (Finance)

Full-time, Permanent



Duties:

- Handles all general inquiries to City Hall – both in person, via phone or email and directs as appropriate
- Processes payments, assists with daily cash reconciliation and monthly bank reconciliations.
- Processes bi-weekly payroll and all payroll related tasks and filings
- Responsible for all invoicing and accounts receivable functions for the City.
- Tracks, maintains and orders office supplies, ensuring all equipment is functioning properly.
- Coordinates communications with the Executive Assistant, managing multiple email, social media accounts and calendars, the City's website and managing various City communication material (e.g.: posters, quarterly newsletter, etc.)
- Assists the planning & development department with permit processing, tracking and upkeep.
- Assists with social activities for staff and Council.
- Acts as a back-up for other finance (Clerk 1) roles, as needed
- Assists in the application and reporting of various grants
- General filing and office upkeep
- All other duties as assigned by management

Required Qualifications

Education, Experience & Certifications

- High school diploma or equivalent
- 1+ years experience in an administrative role
- Valid driver's license
- First aid
- Satisfactory criminal record check

Knowledge, Skills & Abilities

- Able to effectively prioritize tasks
- Exceptional communication skills (both verbal and written)
- Enjoys dealing with the public
- Diffuses tense situations quickly and with tact
- Possesses excellent interpersonal skills
- Able to work effectively with interruptions
- Highly organized with a keen attention to detail
- Strong working knowledge of Microsoft Office and Adobe Acrobat.

Advanced Qualifications

(Possession of these qualifications will be considered an asset)

Education, Experience & Certifications

- Office administration diploma
- Prior municipal administration experience

Hours:

- 8:00 AM - 5:00 PM, Monday-Friday

Wage:

- \$23.31/hr (2023) as per the collective agreement

Application Instructions:

Please submit your resume to the attention of Asma Qadri, City Treasurer. Resumes are to be submitted via email to hr@meadowlake.ca with the job title in the subject line.

We thank all applicants for their interest, however, only candidates who are selected for an interview will be contacted.

Application Deadline: September 30, 2024