



JOB OPPORTUNITY

Accounting Clerk – Cash Receipting

The opportunity

Leduc County is looking for an experienced and highly motivated Accounting Clerk – Cash Receipting to join our team. Reporting to the Manager – Financial Services, this exciting opportunity provides front line service delivery to residents, internal and external stakeholders and support to the department. Through a solution-oriented approach, the accounting clerk is key to the execution of the department's deliverables.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Greets visitors in a professional and friendly manner (in person, electronically and by telephone), responds to inquiries and directs to the appropriate person or department.
- Processes all payments for all County departments including online payment registrations.
- Records gravel program information and maintains current payment information for gravel haulers.
- Provides support to the manager and department staff as required.
- Provides backup support for Accounting Clerk – Accounts Payable and Payroll and Administrative Assistant/Receptionist - Finance as required.
- Provides cover for lunch-hour County Centre front desk reception duties on a rotational basis with other finance staff.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- Certification in accounting and one (1) year of accounting related experience.
- Proficiency in Microsoft Office applications, including word processing, spreadsheets, databases.
- Ability able to produce documents in various business formats that are error free and grammatically correct.
- Ability to follow verbal and written instructions and procedures, prioritize tasks and work independently.
- Ability to contribute effectively in a team environment and provide consistent, friendly, professional customer service to internal and external customers in the face of ongoing change, regular interruptions and the pressure of deadlines or emergency situations.

Nice to have

- Familiarity with other software programs and databases for presentations, report writing, data and financial management.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$57,230 and \$71,539, flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via the blue 'apply now' button below to be considered.

We thank all applicants however only those selected for an interview will be contacted.