

Finance Department

Competition #J0625-1129

Utility Clerk (Accounting Clerk II)

One (1) Permanent Full-time Position

Reporting to the Coordinator of Revenue Services, this position is responsible for the administration of utilities. This position works alongside all Utility Operators and provides back-up support to Finance.

Duties include, but are not limited to:

- Create and post work order to sub ledger upon request of customers and/or utility operators.
- Create utility adjustments from billings and penalties.
- Maintain accounts for collections.
- Maintain construction water accounts and meter installations.
- Follow up on Overdue Accounts and associated payment arrangements.
- Review consumption reports and maintain proactive follow up.
- Manage the Utility Operator calendar for scheduled appointments.
- Upload and download meter reads monthly, review reports and create work orders if needed.
- Process Called-In meter reads.
- Generate utility billing monthly for all service customers.
- Calculation of penalties monthly for all outstanding utility accounts.
- Manage disconnection customer care calls.
- Maintain monthly utility account reconciliation for the sub ledgers to the general ledger.
- Prepare various journal entries for reconciliations pertaining to the Utility Function.
- Provide back-up support for the other finance accounting clerks as required.
- Provide front-counter customer service in person or telephone.

The successful candidate will have a minimum two years of accounting work experience, as well as an Accounting Certificate/Diploma or equivalent. Strong customer service and highly effective communication skills are required. The incumbent will have exceptional time management and organizational skills, with a strong ability to problem solve and work in a fast-paced environment. The ability to multi-task, reconcile accounts, and ensure accuracy of all work performed is necessary. Previous experience with Great Plains/Diamond Software, Intelli Point of Sale and Microsoft Office is required.

This position is within the scope of C.U.P.E. Local 30, and as such, you will be required to adhere to the articles contained within the Collective Agreement.

Rate of Pay: \$32.27 – \$35.45 per hour

Hours of Work: 37.5 hours per week; Monday to Friday

Qualified applicants are invited to apply in confidence no later than **Wednesday, July 9, 2025**, through the Career Portal on the City's Website at www.fortsask.ca.



Take your Career in the Right Direction

Fort Saskatchewan, home to nearly 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta Region 4, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

The City of Fort Saskatchewan thanks all applicants for their interest and advises only those applicants under consideration will be contacted.