

TOWN OF KAPUSKASING – TREASURY DEPARTMENT
JOB POSTING – INTERNAL/EXTERNAL

In accordance with article #15.01 C.U.P.E. Local 369.

POSITION: ACCOUNTING CLERK (Full Time)

RATE: \$32.41 (Starting Rate)
\$33.09 (After 1 Year)
\$33.76 (After 2 Years)

TRIAL PERIOD: 90 working days

DUTIES: Reporting to the Treasurer and Manager of Accounting, performing such duties as follows;

- Main reception and responding to public enquiries for all departments;
- Processing customer payments;
- Process licensing and parking tickets;
- Processing internal mail services for all departments (mail distribution, bank deposits, etc.);
- Assist with clerical work (data entry, filing, stuffing bills, etc.);
- Assist in general bookkeeping duties;
- Analysis of accounts and statistical reports;
- Vacation relief to all Treasury staff;
- Assist and relief with accounts payable, accounts receivable, water, tax and payroll;
- Computer operation;
- Assist with software technical support;
- Any other related duties as assigned by the Treasurer or General Manager, Community and Corporate Services.

QUALIFICATIONS:

- Minimum high school diploma plus an additional post-secondary graduate program of over 2 years in business, commerce, or accounting;
- Minimum 1 years' experience in accounting and computers;
- Valid driver's license;
- Excellent verbal and written communication and public relation skills;
- Fluency in both official languages is a requirement;
- Computer knowledge of Excel, Word, Simply Accounting and Vadim is an asset.

Successful applicant may be subject to clerical, administrative and accounting aptitudes testing if considered necessary.

Applications and resumes for the above noted position will be received by the undersigned until **4:30p.m. Wednesday, June 12th, 2019.**

Nathalie Mallette
General Manager, Community and Corporate Services

This posting has been agreed to by the following parties;

For CUPE 369;

For the Corporation of the Town of Kapuskasing;

Steve Dorval

Guylain Baril

Shaun Carriere

Nathalie Mallette

Daniel Grzela

Eric Cote

James Croteau