



## Town of Maple Creek Job Description

<b>Job Title</b>	Accounting Clerk I
<b>Reports To</b>	Financial Officer
<b>Job Status</b>	In-scope

### Position Overview

Reporting to the Financial Officer, the Accounting Clerk I position provides clerical support to municipal departments, contributing to efficient and accurate day-to-day operations through filing, data entry, and record maintenance. The position also delivers front line customer service by responding to public inquiries and directing them as needed. Additional responsibilities include billing and primary collection of accounts receivables, as well as coordinating and ordering office and operational supplies as required.

### Key Accountabilities and Duties

- Responsible for answering written and oral inquiries in person or by telephone, and, where necessary, directing or recording inquiries or work orders to the person(s) responsible for addressing them.
- Responsible for front counter receipting, balancing, and depositing daily receipts, as well as maintaining bookings and associated records for the rental of the Armory and other Town facilities and equipment.
- Responsible for billing and primary collection of accounts receivable.
- Assist with sourcing and purchasing of supplies as required for the Town Office and the Armouries.
- Assist with processing and invoicing of development-related permits.
- Assist as required in updating information on the Town's digital sign.
- Responsible for filing financial correspondence.
- Assists with utility billing readouts, estimates, and mail-outs.
- Assists with typing and mail-outs for Town-related committees and activities.
- Assists with Cemetery Program updates and researching cemetery information for the public.
- Works with office staff to maintain office equipment.
- Research and accesses information as directed.
- Performs other related duties as required.

The duties listed are not intended to limit the scope of work assignments and should not be considered an exhaustive list of all duties typically performed under this job title. Other duties and responsibilities may be assigned to this role from time to time.

### Qualifications

#### ***Experience and Education Requirements***

- Office Education Program or related experience
- Strong computer knowledge and background

#### ***Knowledge, Skills, and Abilities***

- Strong working knowledge of all office equipment



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- Must possess excellent communication and public relations skills

### **Competencies**

#### ***Quality:***

- Maintains a high level of accuracy in data entry and record keeping
- Ensures that clerical tasks are completed to standard and follow established procedures
- Reviews work thoroughly to identify errors or discrepancies before submission
- Ensures compliance with organizational policies and procedures

#### ***Service:***

- Delivers friendly and helpful service to internal staff and the public
- Responds promptly to customer or departmental requests

#### ***Communication:***

- Communicates clearly and effectively with staff, customers, and the public
- Demonstrates the ability to direct inquiries to the appropriate department

#### ***Efficiency:***

- Efficiently manages routine tasks, such as data entry and customer service duties
- Manages workload to ensure timely completion of clerical responsibilities
- Prioritizes tasks effectively to meet deadlines and manage workload

#### ***Problem-Solving:***

- Handles unexpected situations calmly and effectively

#### ***Teamwork:***

- Collaborates well with colleagues and contributes to a positive work environment
- Actively participates in team activities and supports team goals

#### ***Adaptability:***

- Shows flexibility in adjusting to changing priorities and demands

#### ***Confidentiality:***

- Maintains discretion in handling sensitive information and respects privacy
- Adheres to data protection regulations and organizational policies regarding confidentiality

### **Working Conditions**

The Accounting Clerk I works in an office setting, with extended lengths of time sitting in front of computer monitors. The Town of Maple Creek is a fast-paced environment, and this role requires adaptability, consistency, and maintenance of confidentiality of operations.

Hours of work are in accordance with the Union Agreement.

This position is subject to pressures and challenges caused by the demand for services and the demand for production of quick, accurate and precise information.