



## **JOB POSTING**

February 12, 2025

POSITION TITLE: **ACCOUNTING CLERK II – FULL TIME**

**\*\*\* This is a unionized position within the scope of a Collective Agreement between CUPE Local No. 2714 and the Town of Maple Creek. \*\*\***

### QUALIFICATIONS:

- Microsoft Office Education Certificate preferred or related experience
- Knowledge of Municipal office program and procedures
- Extensive computer knowledge and background
- Must possess excellent communication and public relation skills
- Extensive knowledge of office procedures and statistics

**DUTIES:** Reporting to the Deputy CAO, the Accounting Clerk II performs intermediate level clerical and administrative tasks, including data management, document preparation, and providing customer service to municipal staff and residents. The position is responsible for managing quarterly and interim utility billings, preparing, processing and filing all vouchers and associated records for accounts payable, and supporting administration by typing documents as needed and responding to written and oral inquiries from the public.

**HOURS OF WORK:** 35 hours per week, Monday to Friday

**LOCATION:** Maple Creek Town Office – 205 Jasper Street

**RATE OF PAY:** \$23.68 per hour in 2025 (as included within the current Collective Agreement)

**START DATE:** Immediately

**POSTING CLOSES:** February 28, 2025 at 4:00pm local time

**\*\*\* A detailed Job Description can be found on the Town of Maple Creek website  
([www.maplecreek.ca](http://www.maplecreek.ca) – Town Government – Employment tab) \*\*\***

Submit applications to:

Town of Maple Creek

Box 428

Maple Creek, SK

S0N 1N0

Attn: Danielle Willie, Executive Assistant or email [ea@maplecreek.ca](mailto:ea@maplecreek.ca)

The Town of Maple Creek thanks all applicants for their interest, however, only those chosen for an interview will be contacted.



**Town of Maple Creek  
Job Description**

<b>Job Title</b>	Accounting Clerk II
<b>Reports To</b>	Deputy Chief Administrative Officer (Finance Officer)
<b>Job Status</b>	In-scope

**Position Overview**

Reporting to the Deputy CAO, the Accounting Clerk II performs intermediate-level clerical and administrative tasks, including data management, document preparation, and providing customer service to municipal staff and residents. The position is responsible for managing quarterly and interim utility billings, preparing, processing, and filing all vouchers and associated records for accounts payable, and supporting administration by typing documents as needed and responding to written and oral inquiries from the public.

**Key Accountabilities and Duties**

- Responsible for quarterly and interim utility billings, including recording meter changes, occupancy changes, updates to estimates and walk sheets, and the primary collection of utility arrears.
- Responsible for preparing, processing, and filing all vouchers and associated records for accounts payable.
- Assist with maintaining cemetery records and programs while attending to responsibilities under *The Vital Statistics Act*.
- Complete all tasks related to the annual Sask Lotteries Grant program.
- Provide typing assistance for office tasks as required.
- Respond to written and oral inquiries in person and by telephone, directing or recording inquiries or work orders to the appropriate personnel when necessary.
- Collaborate with office staff to maintain office equipment.
- Research and access information as directed.

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***

- Microsoft Office Education Certificate

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

- Knowledge of Municipal office program and procedures
- Extensive computer knowledge and background
- Extensive knowledge of office procedures and equipment
- Must possess excellent communication and public relations skills



**Town of Maple Creek  
Job Description**

**Additional Requirements:**

- N/A

**Competencies**

***Quality:***

- Ensures accuracy in data management and document preparation
- Maintains attention to detail to ensure high-quality outputs in all tasks
- Adheres to municipal policies when processing requests

***Service:***

- Provides professional, timely support to internal departments and the public
- Proactively assists with inquiries and resolves issues effectively
- Cultivates positive relationships with municipal staff, residents, and external stakeholders

***Communication:***

- Demonstrates effective communication with municipal staff and the public
- Produces clear, concise, and professional correspondence and reports

***Efficiency:***

- Manages multiple tasks with efficiency, ensuring deadlines are met
- Works independently and prioritizes tasks to complete work effectively

***Problem-Solving:***

- Analyzes issues critically and develops effective solutions
- Remains calm under pressure and manages conflicts professionally

***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 II 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.