

October 15, 2024

TOWN OF MAPLE CREEK

POSITION TITLE: Accounting Clerk 1 (Casual)

FUNCTION: To carry out office duties as required. This position's immediate supervisor shall be the Deputy CAO.

- DUTIES:**
1. Answer written and oral inquiries in person or by telephone and where necessary direct/record inquiries or work orders to the person(s) responsible for attending to them.
 2. Assist with front counter receipting, balancing and depositing of daily receipts, bookings and associated records for rental of Armoury and other Town facilities and equipment.
 3. Assist with the utility billing readouts, estimates and mail-outs.
 4. Type and file correspondence, minutes, bylaws, reports and other records; and any necessary typing/mailouts for Town related Committees and activities
 5. Assist with Cemetery Program updates and researching cemetery information for the public.
 6. Research and access information as directed.
 7. Other related duties as required.

QUALIFICATIONS:

- a) Minimum Office Education Program or related experience.
- b) Strong computer knowledge and background.
- c) Strong working knowledge of all other office equipment.
- d) Must possess excellent communication and public relations skills.

SALARY/HOURS OF WORK: In accordance with the Union Agreement