



JOB POSTING

April 14, 2025

POSITION TITLE: **ACCOUNTING CLERK I – CASUAL**

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

QUALIFICATIONS:

- Office Administration Certificate preferred
- Knowledge of Microsoft Office software
- 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
- One year of general office experience

DUTIES: Reporting to the Deputy CAO, the Accounting Clerk I Casual position performs clerical and administrative duties that include but not limited to; data management, document preparation, receipting and balancing and providing customer service to municipal staff and residents.

HOURS OF WORK: Days of work vary Monday to Friday; casual hours

LOCATION: Maple Creek Town Office – 205 Jasper Street

RATE OF PAY: \$22.97 per hour in 2025 (as included within the current Collective Agreement)

START DATE: Immediately

POSTING CLOSES: April 30, 2025 at 4:00pm local time

***** A detailed Job Description can be found on the Town of Maple Creek website
(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

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

Job Title	Accounting Clerk I
Reports To	Deputy CAO
Job Status	In-scope

Position Overview

Reporting to the Financial Officer, the Accounting Clerk I provide clerical support to the municipality's departments, ensuring smooth operations through filing and data entry. This role also delivers customer service by addressing inquiries from the public and directing them as needed. Additional responsibilities include billing and primary collection of accounts receivable and typing minutes, bylaws, correspondence, and reports.

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



Town of Maple Creek Job Description

- Must possess excellent communication and public relations skills

Additional Requirements:

- N/A

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.



Town of Maple Creek Job Description

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.