

TOWN OF PONOKA

ACCOUNTING CLERK

The Town of Ponoka is currently seeking applications for a full-time Accounting Clerk.

Reporting to the Finance Manager, Accounting Clerks are responsible for general accounting duties such as: payroll, benefit administration, pension administration, receivables, reconciliations, collections, utilities, insurance, property taxes, customer service, and general reception duties. Applicant must have exceptional customer service skills in greeting customers, answering questions, taking payments, and balancing accounts, as well as being a team player in providing ongoing support and coverage for colleagues.

The successful applicant will have three to five years of related experience in municipal accounting (receivables and payables), utilities, taxes and direct customer service. Candidates must have strong Microsoft Office, Excel, and Accounting skills (experience with Great Plains, Diamond software or post-secondary level accounting courses will be considered an asset). Must be able to work in a fast-paced environment, and maintain a high level of professionalism while providing excellent customer service via email, phone and in-person. The successful candidate will be required to submit a satisfactory Criminal Record Check.

Salary: As per AUPE agreement Class 15 \$26.20 to \$30.38 per hour.

Hours of Work: Monday to Friday 8:00 am to 4:30 pm, 37.5 hours per week.

Applicants are asked to email resumes to hr@ponoka.ca Position will remain open until a suitable candidate is found.

The Town of Ponoka thanks all applicants in advance, however, only those being considered will be contacted.

