



"Community of Choice"

Town of Eckville

Job Posting

Administration Clerk (Permanent, Part-Time)

The Town of Eckville is a prosperous growing centre and a community of choice for people to live in who want to enjoy a small town atmosphere with many big town amenities. Only a short distance from Red Deer, Sylvan Lake and Rocky Mountain House, the Town of Eckville offers a full range of retail businesses, restaurants, public services, excellent recreational facilities, new walking trails, a spray park, and a golf course just to name a few amenities; a great place to raise a family!

An opportunity exists for an Administration Clerk to join our team.

Specific Duties and Responsibilities

The position is expected to develop expertise on a number of subjects, not limited to: property taxes, utilities, business licenses, development permits, accounts receivable/payable. Overall range of responsibilities may include, but is not limited to, the following:

- Provides prompt and accurate responses to inquiries, issues and complaints (in person, by phone or in writing) from the general public by obtaining the pertinent information from various sources. Facilitates the resolution of billing and collection issues and clarifies and conveys the same to the enquirer.
- Accepts and processes payments in accordance with established policies and procedures, makes change and issues receipts. Prepare cheque payments for deposit to bank.
- Compiles, checks, matches, researches and verifies source documents with payments in order to record, process, balance and reconcile banking transactions or reports in accordance with established policies and procedures
- Understands the Land Use Bylaw and issues building permits in accordance with established policies and procedures.
- Understands detailed financial information, legislation, bylaws, policies and procedures and interprets the same to customers.
- Investigates payment and correspondence issues and escalates unresolved issues to the appropriate staff.
- Other duties/responsibilities as assigned.

Minimum Qualifications

Education and Experience:

- Completion of Grade 12, supplemented by some accounting/business courses or an equivalent combination of training and experience.

Knowledge, Skills and Abilities:

- Good working knowledge of office procedures, practices and equipment.

- Strong communication skills, excellent interpersonal skills to deal effectively with external and internal customers;
- Able to understand financial information and interpret the same to customers; able to listen effectively and empathize with customers and be able to provide them with accurate and thorough information that satisfies their queries;
- Able to understand legislation, regulations and bylaws and convey the same to customers; demonstrated willingness to learn complex subject matter and quickly recall essential information;
- Proficiency with computers and programs such as MS Office (Outlook, Excel, Word);
- Able to work within established guidelines with little direct supervision.

Closing Date: October 12, 2018, with possibility of extension until a suitable candidate is found.

Send Resumes via Mail or Email:

Town of Eckville, Attention Administration Clerk Recruitment, P.O. Box 578, Eckville, AB T0M 0X0

Email: admin@eckville.com

We thank all applicants for their interest, however, only those selected for interviews will be contacted.