

Flagstaff County is recruiting for the temporary full-time term position of:

Accounting Clerk/Receptionist

Summary of Position:

Reporting directly to the Corporate Services Director, the Accounting Clerk/Receptionist position is responsible to perform accounts payable and reception duties as outlined below.

Some key responsibilities are as follows:

1. Provide main receptionist duties including serving customers, answering incoming calls and provide assistance where necessary.
2. Ensure good public relations are maintained by responding to inquiries and/or complaints in a professional manner.
3. Complete and balance cash receipts batches and bank deposits.
4. Review all accounts payable invoices for appropriate documentation, coding and approval.
5. Prepare accounts payable invoices for cheque issuance and distribution; ensure all necessary reports, backups, printing of cheques and vouchers are completed.
6. Complete incoming and outgoing mail including fax correspondence.
7. Maintain administration department filing, including Laserfiche, to ensure an orderly and efficient filing system, including archiving and records clean up/destruction.

Qualifications:

1. One (1) year post-secondary education in accounting, business/office administration or equivalent experience.
2. Excellent customer service skills to communicate effectively with customers in a diplomatic, positive and professional manner.
3. Proficiency in Microsoft Office applications as well as preferred experience with accounting software.
4. Excellent communication, organizational and accuracy skills with the ability to perform a variety of tasks and prioritize effectively to meet deadlines.
5. Ability to handle confidential information in an ethical and professional manner.
6. Ability to establish and maintain effective working relationships in the course of work, including the ability to work cooperatively in a team environment as well as independently.
7. Knowledge of local government procedures and experience in a municipal environment will be an asset.

Position Type:	Temporary Term Position (12-18 months)
Hours of Work:	Monday to Friday, 7 hrs/day—35 hrs/wk
Salary Range:	\$54,324.11—\$66,811.77
Closing Date:	Until a suitable candidate is selected



Flagstaff County Vision:

A safe, caring and vibrant rural "Community of communities" committed to working with our neighbours to ensure the quality of life for all citizens.

As an innovative and progressive "Community" that balances economic prosperity and environmental stewardship, we deliver a responsible level of service that is both efficient and effective.

Interested candidates are encouraged to submit their resume along with a cover letter by mail or email to:

Flagstaff County

12435 Township Road 442,
PO Box 358
Sedgewick, AB T0B 4C0

Contact:

Deb Brodie, Corporate Services
Director
dbrodie@flagstaff.ab.ca
Direct Line: 780-384-4109

For the full job description
please visit: www.flagstaff.ab.ca

Thank you to all applicants for
your interest in Flagstaff County;
however, only those chosen for
an interview will be contacted.



ACCOUNTING CLERK/RECEPTIONIST

CLASSIFICATION:	Administrative	GRID LEVEL:	Grid A, Level 1
DEPARTMENT:	General Office	SUPERVISOR:	Corporate Services Director
STATUS:	Permanent Full Time	WORK HOURS:	7 hrs/day - 35 hrs/wk

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QUALIFICATIONS

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KEY RESPONSIBILITIES

All areas of responsibilities shall be accountable to the Flagstaff County Business and Strategic Plan.

1. Provide main receptionist duties including serving customers, answering incoming calls and provide assistance where necessary.
2. Ensure good public relations are maintained by responding to inquiries and/or complaints in a professional manner.
3. Complete and balance cash receipts batches and bank deposits.
4. Review all accounts payable invoices for appropriate documentation, coding and approval.
5. Prepare accounts payable invoices for cheque issuance and distribution; ensure all necessary reports, backups, printing of cheques and vouchers are completed.
6. Schedule and organize the meeting room rentals.
7. Complete incoming and outgoing mail including fax correspondence.
8. Prepare correspondence, documents and reports as requested.
9. Maintain and order office supplies.
10. Maintain administration department filing, including Laserfiche, to ensure an orderly and efficient filing system, including archiving and records clean up/destruction.
11. Develop and maintain a good working knowledge of County policies, procedures and bylaws, the Municipal Government Act and other relevant legislation.
12. Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program and the Human Resources guidelines and procedures.
13. Perform any other duties as requested by the Supervisor.

APPROVED

Date: Jan 16, 2023

CAO Signature:

January 16, 2023