

Town of Stewiacke
Full-Time Employment Opportunity – Reception/Admin Clerk

Job Details:

This position is a direct report of the Manager of Finance of the Town of Stewiacke. This position provides a broad range of administrative support for the Town Office. Responsibilities include, but are not limited to, receiving monies paid to the Town; receive, assess and refer (to the appropriate staff member) general inquiries made in person or by phone; receive, verify and process invoices in a timely and accurate manner; receive, log and distribute incoming correspondence; organizing daily workload to meet priorities and demands; and other duties related to the smooth operations of an office.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- Completion of high school or equivalent.
- College or University certificate/diploma in Accounting or Business Administration.
- Three to five years of administrative experience; or
- An acceptable combination of education, training, and experience.

Knowledge, Skill, and Attributes

Below is a generalized list of basic knowledge, skills, and attributes, we would like to see in a successful candidate:

- Knowledge of accounting functions, such as general ledgers, accounts receivables and reconciling accounts, an asset.
- Strong knowledge of computer applications, including MS Office Suite and Diamond Accounting Software.
- Strong to excellent interpersonal skills.
- Excellent organizational and time management skills.
- Strong to excellent communications skills (listening, written and oral); and
- Be tactful, positive, personable, team player and customer service oriented.

How to Apply

Please forward all resumes in confidence to:

Town of Stewiacke
Attention: Randi Buchi, Manager of Finance
PO Box 8, 295 George Street
Stewiacke NS
B0N 2J0

Or VIA Email – rbuchi@Stewiacke.net

Subject line on envelope or e-mail “Receptionist”

Resumes will be accepted until March 1, 2024 – 3:00 pm (Local Time)

The Town of Stewiacke thanks all applicants for their interest however only those selected for an interview will be contacted.