

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

OFFICE ASSISTANT II/ACCOUNTING CLERK I (1 YEAR-TEMPORARY)

The City of Corner Brook is presently accepting applications for the full time position of **OFFICE ASSISTANT II/ACCOUNTING CLERK I**. This is a 12 month opportunity with potential for an extension of work thereafter.

This position is responsible for providing financial, administrative and clerical services within the organization including being the initial contact point for receiving monies to the City and for providing public information services to the general public upon request. This position is considered as the frontline service position.

Duties will include serving customers in person at the main wicket and answering enquiries by telephone; directing public enquiries, incoming calls, and courier mail to the appropriate department; maintaining informational material in the City Hall lobby rack; preparing all outgoing mail and re-routing incoming faxes; receiving in person, by mail, by fax and by electronic mail all incoming revenue and entering into computer system; sending and receiving messages and documents via fax machine and/or electronic mail and documenting the received faxes; recording parking tickets and incoming mail; maintaining postage machine; arranging appointments for servicing of office equipment; ordering and distributing stationary supplies for all offices; typing, filing, and photocopying material; recording, processing, filing and maintaining information on post dated cheques; preparing petty cash report and typing manual cheques; maintaining and issuing petty cash/visa; maintaining assessment information; making necessary changes to the assessment roll; preparing, maintaining and when requested, mailing cash receipts for all taxes, fines and permits, etc.; updating customer accounts; preparing payment schedule and calculating discounts for customers; counting and balancing cash; preparing tax certificates for law offices; assisting during poll tax and property tax mail outs; providing guidance and assistance to call-in relief staff during training periods; may perform accounting/bookkeeping tasks such as preparing invoices and bank deposits as required and any other duties as required.

Qualifications: Completion of a Business Administration diploma supplemented with at least six (6) months of experience in an accounting environment. Strong interpersonal and communication skills and the ability to deal with situations of conflict are required in addition to strong computer skills. Knowledge of cash control procedure and experience in handling cash is an asset.

SALARY: \$ 35,690.74 per annum (\$32,121.67 Probationary)

CLASSIFICATION: C.U.P.E. Local 768; Grade L

CLOSING DATE: January 23, 2017

COMPETITION NO: 2017-01

Please submit résumés **giving complete details of qualifications** on or before **Monday, January 23, 2017 by 12:30pm** and forward to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax # 637-1627; E-mail hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.