



Town of Rocky Mountain House

POSITION DESCRIPTION FOR:

Temporary Summer Administrative (Finance)

Clerk

Department:	Corporate Services Admin Finance	Effective Date:	January 23, 2023
Reports to:	Finance Manager		

General Accountability:

The **Temporary Summer Administrative (Finance) Clerk** provides friendly, courteous and professional service by assisting customers at the Town office in person or by phone.

Core Duties:

- Willingness to gain exposure to various accounting and administrative functions including utility, property tax, accounts payable, accounts receivable and records management
- Answering telephone and in person inquiries regarding utilities, property taxes, animal licensing, accounts receivable, etc. and directing calls to the appropriate person
- Cash functions, including reception of payments of cash, cheque, debit and credit cards and daily balancing of those payments.
- Collect, open and sort incoming mail
- Filing, preparation, and scanning documents
- Provide vacation coverage as required
- Other related duties and responsibilities as required
- Provide support to legislative services as required

Support to others

- Works closely with all Finance staff

Health and Safety:

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.

Reports To:

- Finance Manager

Minimal Qualifications:

- Candidate will have high school diploma.
- Business courses & Accounting experience an asset.
- Exceptional customer service focus.
- Teamwork and cooperation.
- Strong communication.
- Must be able to function effectively in a computerized environment with a broad base knowledge of computer applications.

Guidance Received:

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- Town of Rocky Mountain House Bylaws;
- Town of Rocky Mountain House Policies and Procedures.

Contacts:

Temporary Summer Administrative (Finance) Clerk will frequently have contact with the following;

- General Public;
- Town of Rocky Mountain House staff;
- Town of Rocky Mountain House organizations.

Environment:

Features of work which create unusual demands or, which create physical and/or mental stress are;

- Temporary Summer Administrative (Finance) Clerk works closely with the Finance Staff as well as other Town departments
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

Physical Demands:

This position may include the following:

- Being seated for long periods of time
- Bending & twisting motions
- Lifting up to 10 kgs
- Being on your feet for long periods of time

CAO Approval: 

Date: 01/23/23

SIGNATURES:

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Temporary Summer Administrative (Finance) Clerk. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: _____

Supervisor Signature: _____ Date: _____