

# **Accounts Receivable Clerk / Cashier**

## **Employment Opportunity (Full Time Temporary)**

The Town of Gander has an immediate opening for the position of Accounts Receivable Clerk / Cashier. The position is Full Time / Temporary for an indefinite period of time.

### **REQUIREMENTS:**

The successful candidate will have completed a business administration, commerce, or bookkeeping course from a recognized education institution (minimum of two years). This educational background will be combined with at least 2 years experience in a professional setting completing accounting/bookkeeping functions. Experience using computerized accounting software is a necessity and an understanding of Municipal Finances would be considered an asset.

### **SUMMARY OF FUNCTIONS:**

The Accounts Receivable / Cashier is a critical member of the Town's Administration Department, responsible for Accounts Receivable, cashier/receptionist duties, manual and computerized accounting functions, and other related duties.

### **MAJOR DUTIES & RESPONSIBILITIES:**

The position will be involved the following aspects of the financial administration process:

- S Prepare and mail manual billings, miscellaneous invoices, and other account information
- S Administer Tax Certificates
- S Collect funds and prepare receipts, reports, and other documents as required
- S Use computerised accounting package to enter data, generate reports, and answer internal and external inquiries
- S Make manual accounting entries such as adjustments and credit notes.
- S Prepare bank deposits
- S Greet public and provide general information in a polite and effective manner
- S Complete switchboard duties
- S General clerical functions such as filing, typing, record keeping, and correspondence
- S Cross train and provide relief for other accounting staff during leave
- S Other related duties

### **SALARY SCALE:**

\$26,350 - \$33,207 Annually

Qualified candidates are asked to submit their resume on or before **Wednesday Oct 25, 2006**

**Deputy Municipal Clerk**  
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