



**TOWN OF GANDER**  
**ADMINISTRATIVE / ACCOUNTING CLERK**  
**Maternity/Parental Leave Replacement 18 Months**  
**Competition # TOG2022-007**

The Town of Gander currently has an opening for an Administrative/Accounting Clerk within the Corporate Services department. The position covers an 18 month maternity/parental leave replacement. The successful candidate will be the initial contact for the public at the Town Hall. The incumbent provides administrative and accounting support to Finance and Human Resources.

**DUTIES & RESPONSIBILITIES**

Provide frontline customer service by greeting and addressing public inquires; Accept and receipt payments for property tax, accounts receivables and other transactions; Prepare and balance daily bank deposits; Set up and maintenance of pre-authorized debit and other payment plans; Support human resource operations including but not limited to assisting with employee recruitment and hiring: Maintain Animal Control Licensing System, as well as issuance of Taxi Operators license: Complete routine clerical function including data entry and analysis, record keeping, filing, photocopying, scanning, scheduling meetings and appointments: Responds to work groups, supervisors, and the public in a polite, informative, caring, and effective manner: Adheres to all Occupational Health & Safety policies, regulations, and compliances, and Other duties and responsibilities as required.

**EDUCATION, TRAINING AND OTHER REQUIREMENTS**

Completion of a 2-year post-secondary Business Administration diploma, with a concentration in accounting, from a recognized educational institution; A minimum of two (2) years' work experience in computerized accounting; Other combinations of education and work experience may be considered: Municipal experience would be considered an asset; Experience in Great Plains Dynamics would be considered an asset; Proficiency in the use of Microsoft Office 365; Must have a valid Class 5 Newfoundland and Labrador Driver's License; Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment ; Must be bondable Experience using computerized accounting software is a necessity; One of the Town's Commissioner of Oaths; Proven ability to maintain high levels of confidentiality, manage high volumes of work, and meet deadlines; Exceptional customer services; Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines; Excellent task prioritization and time management skills; Strong work ethic with a positive team attitude; Strong oral and written communication skills

**SALARY:** non-unionized position - \$26.48/hour – 35 hours/week

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before Friday, May 20, 2022, to the attention of:

**Human Resources**

Town of Gander  
100 Elizabeth Drive  
Gander, NL, A1V 1G7

Email: [humanresources@gandercanada.com](mailto:humanresources@gandercanada.com)

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.