



TOWN OF GANDER
ADMINISTRATIVE/ACCOUNTING CLERK
Competition # TOG2024-001

The Town of Gander currently has an opening for a full time permanent Administrative/Accounting Clerk position within the Corporate Services Department. 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; Process tax inquiries and tax certificates for lawyers and customers; Maintain Animal Control Licensing System, as well as issuance of Taxi Operators license; Complete routine clerical functions 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; 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 service; Strong organizational 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 - \$27.97/hour – 35 hours/week

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before Sunday, January 21, 2024, to the attention of:

Human Resources
Town of Gander
100 Elizabeth Drive
Gander, NL, A1V 1G7
Email: humanresources@gandercanada.com

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