



# DISTRICT OF STEWART

## JOB POSTING: 2019-001

### **Office Clerk** *(Casual Position)*

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**Clerical support required for vacation & illness relief and heavy workload periods.**

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The District of Stewart is inviting applications from enthusiastic, customer service focused individuals for providing clerical support to the administrative team. Reporting to the Chief Administrative Officer or designate, the candidate carries out a variety of administrative, clerical and financial duties to provide support to the District of Stewart office operations (Monday to Friday, 8:30am to 4:30pm). This is a casual position with a rate of pay of \$25.75/hr.

#### **Typical Duties and Responsibilities:**

- Accounts Payable / Receivable;
- Processing of payments for premiums, benefits & payroll;
- Processing of supplier invoices & preparation of cheques as required;
- Preparation of correspondence, reports and other documents as required;
- Issue and record licence & permit applications;
- Preparation of agendas and Council meeting minutes
- Greet visitors and customers to the office and assist with responding to their requests;
- Processing and receiving payments from customers;
- Answer the telephone, respond to enquiries and take messages as required;
- Communicate with organizations and individuals through e-mail as required;
- Assist with photocopying, filing and various secretarial duties;
- Pickup and processing of mail;
- Other accounting & administrative duties as required or assigned from time to time.

#### **Qualifications:**

- High School Education or equivalent;
- Some post secondary education in related clerical and accounting courses preferred;
- Knowledge of payroll and accounting software & procedures;
- Computer experience in a Windows environment including the use of Word, Excel & Outlook are a must;
- Ability to work independently with minimum supervision;
- Good oral and written communication skills;
- Ability to deal effectively and cooperatively with co-workers, Council and the public;

The successful candidate may be required to provide a background check.

Qualified candidates are invited to submit their detailed resume, covering letter, and three references in confidence to the attention of:

**Gord Howie, Chief Administrative Officer**  
(705 Brightwell Street)  
Or via email to: [cao@districtofstewart.com](mailto:cao@districtofstewart.com)

**CLOSING DATE: Thursday, January 17, 2019 at 4:30pm**

We thank all applicants, but only those being considered for interviews will be contacted.

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