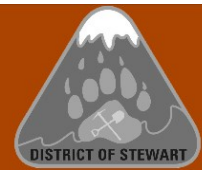


DISTRICT OF STEWART
JOB POSTING



Office Clerk—Casual Position

Issue Date: August 6, 2024

Closing Date: August 19, 2024

Job Level: Casual/On-Call

Posting # 2024—010

*This position is covered by the Collective Agreement between the District of Stewart and CUPE Local 1804.
The current rate as of January 2024 for this position is \$30.97 hr*

THE DISTRICT OF STEWART seeks Clerical Support for vacation & absence relief and heavy workload periods

Job Summary:

The District of Stewart is inviting applications from enthusiastic, customer service focused, and team oriented individuals to provide 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 assist the office operations (Monday to Friday, 8:30am to 4:30pm).

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 inquiries 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;
- ◆ Class 5 Driver's Licence;
- ◆ The successful candidate may be required to provide a background check.

APPLICATIONS:

Qualified candidates are invited to submit their detailed resume with 3 references and covering letter in confidence to the District of Stewart to: Tarra Barker, CAO
P.O. Box 460, Stewart BC V0T 1W0 (705 Brightwell Street) or via email to: cao@districtofstewart.com
When applying please quote Job Posting No. 2024-010

*We thank all applicants, but only those selected for an interview will be contacted.
The District of Stewart is committed to creating a diverse environment and is proud to be an equal opportunity employer.*