



5021-50 Street
Box 180
Andrew, AB T0B0C0
780-365-3687

JOB DESCRIPTION – Finance Clerk
Permanent Full Time

Responsibilities: Reporting to the CAO, the Finance Clerk assists with financial guidance, oversight and support, and assists with administrative functions including:

- Assist customers by providing basic information or referring them to the appropriate departments.
- Accounts payable including reviewing, tracking, preparing and sending payment to vendors through cheque, EFT or e-transfer.
- Accounts receivable
- Payroll related duties
- Various banking functions
- Annual financial audit support
- Assisting with implementation of finance controls
- Monthly bank reconciliations .
- Account monitoring
- Budget tracking
- Financial reporting
- Assistance with budgeting
- Utility billing procedures including working with the public works department to ensure meter reading and data collection
- Software input and maintenance

Qualifications:

- Grade 12 education;
- Proficient in Microsoft programs;
- Bookkeeping program/certificate;
- Post secondary finance diploma preferred;
- Excellent customer service skills;
- Office experience;
- Finance experience required;
- Municipal experience or a combination of related experience and training required.

Employee Acknowledgement

Name _____

Signature _____

Date _____