



## Accounting Clerk

The Municipality of Grand Lake is seeking an **Accounting Clerk**. Reporting to the Treasurer, the Accounting Clerk is responsible for a variety of financial and administrative support activities.

The incumbent is expected to support and participate in a team-based environment within the administrative team and ensure the tasks assigned are completed promptly.

Work hours are 8:00 am to 4:30 pm. Salary is commensurate with qualifications and experience. This is a full-time permanent position.

### Responsibilities

- Receiving, verifying, coding and posting purchase orders and invoices
- Follow up on any AP related queries
- Maintaining customer databases and following up on outstanding balances
- Ensure accurate financial records while performing data entry tasks
- Assist with month-end and year-end closing procedures
- Maintain filing of financial records
- Act as back-up to greet visitors in person or on the telephone; answer or refer inquiries
- Perform various administrative duties and ad-hoc reporting as assigned by the Treasurer

### Qualifications

- High school diploma
- Postgraduate education in a related field (accounting, business, bookkeeping). A combination of training and experience deemed equivalent may be considered.
- Minimum 2 years of accounting experience
- Intermediate-level computer skills with Microsoft 365 (Word, Excel, Outlook)
- Strong organizational skills and attention to detail
- A positive, professional, and welcoming presentation to the public
- Strong oral and written communication skills; active listening skills
- Ability to multi-task, comfortable in a fast-paced environment
- Strong interpersonal skills; relate easily to people of various backgrounds and personalities

**Closing date for this competition is January 31, 2025.**

Please send your resume via email to [tiffany.english@municipalityofgrandlake.ca](mailto:tiffany.english@municipalityofgrandlake.ca)  
Resumes can also be dropped off at either village office or mailed to:

Municipality of Grand Lake  
Att: Tiffany English  
10 Civic Court, Unit 1  
Chipman, NB E4A 2H9

OR

Municipality of Grand Lake  
Att: Tiffany English  
420 Pleasant Drive  
Minto, NB E4B 2T3

Only short-listed candidates will be contacted, however resumes from this competition may be kept on file for future administrative positions within the organization.