



JOB OPPORTUNITY

CASUAL ACCOUNTING CLERK/CLERK RECEPTIONIST

The Village of Harrison Hot Springs is seeking to add to its casual on-call employee list for an individual(s) who can fill in for either the Accounting Clerk or Clerk Receptionist in their absence.

Under the direct supervision of the Financial Officer, the incumbent (s) in these positions will assist management in achieving efficient operation of the Village.

For the **Casual Clerk Receptionist** position this will be achieved through outstanding performance in customer service, telephone reception, typing, filing, cash receipting, general clerical duties and other duties as assigned while observing and complying with municipal policies. The individual must demonstrate initiative and make decisions of a routine and procedural nature within the scope of the position.

Required Qualifications

- Minimum Grade 12 education supplemented by related post-secondary courses
- Minimum six months clerical experience in a related field
- Formal training and sound knowledge in the use of office equipment and computer software, including Microsoft Office suite of products; or
- An equivalent combination of training and experience

For the **Casual Accounting Clerk** position this will be achieved through outstanding performance in a variety of general and specific office and accounting functions within the Village Office. The position processes accounts payable, payroll, accounts receivable, and utilities as well as other assigned administrative duties while observing and complying with municipal policies.

Required Qualifications

- Minimum Grade 12 education supplemented by successful completion of an approved Accounting 1 course or Bookkeeping Level I & II from a recognized institution
- Minimum four years related experience; preferably in a unionized payroll environment using MAIS accounting software or,
- An equivalent combination of training and experience

Full job descriptions for both positions are available on the Village website at www.harrisonhotsprings.ca

Please submit covering letter and resumé to:

Tracey Jones, Financial Officer
Village of Harrison Hot Springs,
PO Box 160, 495 Hot Springs Road
Harrison Hot Springs BCV0M 1K0

Resumes and details may also be received via email to tjones@harrisonhotsprings.ca.

This opportunity is open for receipt of applications until **4:00 p.m. Tuesday April 10th, 2018**

604 796 2171

www.harrisonhotsprings.ca