



External Posting
Non Union Position (40 hours/week)

Finance Clerk

Competition #FCCORP0617

Posting Date: Tuesday May 30, 2017

Closing Date: Tuesday June 13, 2017 at 4:00 pm

The Town of Truro is accepting applications for a **Finance Clerk** in the Corporate Services Department. This is a permanent full time non-union position.

Under the direct supervision of the Finance Assistant, the Finance Clerk is responsible for providing financial support to the finance section of the Corporate Services department and administrative and clerical support to the Corporate Services department as a whole. The Department of Corporate Services is responsible for Finance, Information Technology, Procurement and Human Resources. The Finance Clerk must comply with the policies and procedures of the Town of Truro.

A detailed job description can be found on the Town of Truro website (www.truro.ca) under the Employment section.

QUALIFICATIONS

Education and Experience

- Completion of high school or equivalent;
- Post-secondary education related to Business Administration or combination of education and equivalent work experience in this field required;
- Experience with cash handling and balancing, basic accounting knowledge and administrative support services required;
- Proficient use of Microsoft Word and Excel a must.
- Excellent interpersonal ,organizational and communication skills;
- Must be able to work within computerized software systems;
- Possess problem solving ability and be self-directing;
- Demonstrate the ability to work to meet deadlines and have the ability to multi-task.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

Start Date: TBD

Salary: In accordance with Town of Truro approved non-union salary range for Finance Clerk.

Closing Date for Applications: Tuesday June 13, 2017 at 4:00 pm

Forward applications to: Tammy Hamlin, Human Resource Officer
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.