



External Posting
Non Union Position (40 hours/week)

Finance Clerk

Competition #FCCORP0119

Posting Date: Wednesday January 16, 2019

Closing Date: Wednesday January 30, 2019 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 overall customer service, including primarily receiving and processing payments and front counter reception. The position is also responsible for written correspondence, both internal and external and invoicing. 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 – Accounting and Finance;
- Other acceptable combinations of education and work experience will be considered;
- Experience with cash handling and balancing, accounting knowledge and experience and administrative support services required;
- Minimum of intermediate Microsoft Excel knowledge and overall knowledge of Microsoft Office; knowledge of Microsoft Dynamics GP is an asset.

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: Wednesday January 30, 2019 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.