



Utility Clerk/Receptionist (Part time/temporary – long term leave coverage)

Job Description

The Town of Thorsby is looking for a detail-oriented individual with knowledge of municipal accounting (Microsoft Dynamics Great Plains) system and utility billing operations

Reporting to the Office Manager, the successful candidate will work as part of the administrative team to provide front line services with key focus on utility billing, utility systems maintenance and arrears collection services.

Responsibilities

Complying with all bylaws, policies, regulations, legislation and other criteria in a professional, safe, timely and efficient manner ensuring quality service and support to members of the public and staff. Duties will include but are not limited to

Utilities

- Process, prepare and distribute utility bills at the end of each month, maintain all utility accounts and inquiries from residents
- Prepares arrears notifications
- Process final billings for move outs
- Set up accounts for move ins
- Create work orders and liaise with Public Works department for meter checks/repairs & water shutoffs/ on

Front Counter services

- General enquiries
- Cash receipting of town bills
- Dog licensing
- Business license applications
- Provision of dump cards
- Balance daily cash receipts and prepare deposits for the bank

General

- Answer general phone line and direct calls as needed
- Deals with outgoing and incoming mail
- Fax distribution
- Orders/maintain office supplies
- Postage meter updates
- Other duties as required
- Cross train for to help provide coverage for vacation/sick

Education and qualifications

Grade 12 education with accounting background

Experience with Microsoft Dynamics Great Plains financial software is an asset

Experience in utility billing (or similar) operations preferred

Proficiency with Microsoft Office

Ability to establish and maintain effective, professional, service-oriented relationships. Must be analytical with attention to detail and maintaining a high degree of accuracy is essential

This position will remain open until a suitable candidate is found. Please forward a cover letter describing your experience and ability with respect to the competencies and behaviours stated above as well as your resume via email: cao@thorsby.ca

The Town of Thorsby thanks all applicants however only those selected for an interview will be contacted.

This posting is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.