



## Casual Clerk Job Description

### **POSITION SUMMARY**

1. The Town of Unity establishes that in accordance with the organizational chart for the Town, this position is included with the Collective Bargaining Agreement as negotiated with C.U.P.E Local 2752, the position is classified as in scope.
2. Under the direct supervision of the Office Manager, it shall be the duty to carry out all duties of Accounts Payable, Accounts Receivable, Utility Billing as well as any other administrative and clerical services as required. *(Subject to change from time to time).*
3. The functions of the Casual Clerk will be primarily dependent on the events at the time relief work is required.

### **DUTIES AND RESPONSIBILITIES**

**Accounts Payable** duties include but not limited to:

- Enter and post invoices, request WCB clearance for on site contract work, print cheques, list of accounts for approval, month/year end tasks, track shared Fire Department invoices for Rural Fire billables, and reconcile Loraas charges to Utility billing.

**Utility** duties include but not limited to:

- Responsible for performing all duties of the utility billing, including recording address/billing changes, past due reminders, final notice for unpaid utilities, shut off water services for nonpayment, balancing of utilities and meter deposits, etc.

**Accounts Receivable** duties include but not limited to:

- Issuance of invoices, follow up and collection for past due accounts at month end, year end tasks, etc.

- Bill shared expenses (i.e Unity Rural Fire, R.M. of Round Valley etc).
- Track recurring changes (i.e Trailer fees, Business Licences renewals, Hangar fees).

**General Office** duties include but not limited to:

- Preparation of bi-monthly Council packages for Drop Box.
- Clerical work of answering phone calls, emails, or other inquiries, and refer customers to the proper official.
- Front counter work to collect taxes, utility accounts, license fees, plus any other accounts due to the Town. Ensure deposits and petty cash balances are performed daily.
- Adaptable to fast paced office environment while providing excellent Customer Service
- Supporting each the of departments (Bylaw Enforcement, Public Works, Recreation, and General Government) for the issuance/filing of associated documentation (Bylaw orders/warning, business licences, animal licenses, fire pit permits, etc)
- Management of Office Inventory, Municipal Records, Cemetery, and Hall bookings.
- Processing of incoming and outgoing mail.
- Generate and disperse Quarterly Newsletter
- Issuance/delivery of minutes, reports, letters, and anyother documents as required by the CAO.
- Perform all other duties as may be directed by the CAO and/or their representative.

**PREFERRED QUALIFICATIONS AND CREDENTIALS**

- Minimum Grade 12
- Experience in computerized systems.
- Proven communication and public relations skills.
- Ability to work independently, to prioritize the workload and complete tasks in anorganized manner.
- Microsoft Office/data entry experience.

**Application Deadline:** 24 January2025

**Submit Resume, Cover Letter and References to:** [sgodin@townofunity.com](mailto:sgodin@townofunity.com)