

ADMINISTRATIVE SUPPORT 2 – FINANCIAL SERVICES, RECEPTION

The City of Camrose is seeking a highly motivated, energetic and reliable individual with a strong aptitude in customer service to join our Financial Services department in the position of Administrative Support 2 - Reception. Reporting to the Manager of Treasury Operations, this position will be the first line of contact for customers entering City Hall. This is a part-time position (0.60 FTE).

FUNCTIONS/DUTIES (but not limited to):

- Provides reception, customer service and administrative assistance.
- Receives payment on behalf of the City and related documents from outside agencies.
- Maintains file system of post-dated cheques and processes payments.
- Responsible for handling large amounts of cash.
- Ensures that proper control and security measures are adhered to with respect to funds being held.
- Receipting a variety of payments made in-person and electronically.

QUALIFICATIONS:

- High School Diploma.
- A minimum of two (2) years of exemplary customer service supplemented with completion of an office/secretarial program, or equivalent.
- Basic accounting knowledge, skills and training are considered an asset.
- Proficient in Windows and Microsoft Office Suite.
- Experience using Serenic Financial Software is desirable.
- Exceptional customer service and public relation skills to effectively maintain professional relationships and communications with co-workers, internal customers and the public.
- Strong written and verbal communication skills.
- Ability to handle multiple tasks.
- Ability to maintain a high level of confidentiality.

HOURS OF WORK: This is a part-time position (0.60 FTE). Hours of work are typically 10:00 a.m. to 3:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by April 3, 2023 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose - Attention: Manager of Treasury Operations
Mailing and Office Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca