

FINANCE ASSISTANT – TEMPORARY CASUAL

The City of Camrose is seeking a reliable individual with flexible availability to join our team in the temporary casual position of Finance Assistant. This position is ideal for someone who enjoys a variety of administrative tasks, adapts quickly to changing priorities, and is comfortable working in a dynamic environment.

This is a temporary casual position covering a leave, with an end date to be determined.

FUNCTIONS/DUTIES (but not limited to):

- Assist in the completion of tax-related administrative duties including preparing property tax certificates, processing payment transactions, providing customer service for property tax inquiries (payments, penalties, registered owners, legal descriptions), maintenance of the Tax Instalment Plan (TIP) and general account maintenance.
- Assisting other areas of finance team with cash receipting, customer support, and coordination with utilities.

QUALIFICATIONS:

- High school diploma or GED/CAEC equivalent.
- Basic accounting knowledge, skills and training are considered an asset.
- Ability to learn new software solutions quickly and effectively leverage the Microsoft office suite.
- Exceptional and friendly customer service and public relation skills, with the ability to maintain professional relationships and communications with co-workers, internal customers and the public while responding calmly and effectively to challenging situations.
- Strong written and verbal communication skills.
- Ability to maintain a high level of confidentiality.
- Excellent organizational and time management skills.

HOURS OF WORK: Hours of work are on an as-required basis. Work schedule will vary based on operational requirements, with shifts scheduled as needed between Monday through Friday during regular business hours.

HOURLY WAGE: The hourly wage for this position will be \$23.01 per hour.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person. Position will remain open until suitable candidate is found. Interviews will be conducted throughout process. 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: Supervisor - Revenue

Mailing and Office Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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