

Job Vacancy

Position: Administrative Clerk
Job Posting: 024-028-2024
Department: Fire
Division: Administrative
Status: Full Time

Wage Range: \$30.85 - \$34.48
Job Class: Administrative (1-3)
Shifts: 35 hours/week
Posted: March 13, 2024
Closes: March 20, 2024, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Compile information and prepare billing for accounts payable/receivable; e.g. fuel usage, vehicle maintenance, FOI requests, training sessions, etc.
- Receive and process various payments and provide receipt; including fire permits, inspection fees, general receipts, etc.
- Receive and match invoices, packing slips, field purchase orders, purchase requisitions and purchase orders; process invoices for payment and reconciliation.
- Maintain electronic filing system, work orders and various databases.
- Maintain, distribute and reconcile department Annual Clothing issue as outlined in the Collective Agreement.
- Maintain travel requests; including training attendance, requests, advances and reports.
- Balance cash; investigate, reconcile and report discrepancies, prepare reports and bank deposits.
- Provide front office reception; filing, answering phones, respond to general inquiries, open and distribute departmental mail, and other general office duties.
- Compile statistics, data and prepare reports, in a professional and structured manner.
- Prepare inspection orders, letters and general correspondence.
- Requisition and maintain office supplies.
- Assist in organization of department functions, as required.
- Payroll entry for all divisions, as required.
- Provide relief to other administration staff, as required.
- Other related duties as assigned.

Qualifications:

- College Diploma in related field; e.g. Office Administration, Accounting, etc.
- Two years working in a related position, preferably in the public sector.
- Computer literacy in a Microsoft environment, including Excel, Word, Outlook, etc.
- Accuracy and attention to detail.
- Knowledge of data collection methods with ability to interpret; search engines and business research tools.
- Organize time to perform the duties of the position, in a fast paced, high volume, demanding setting and meet deadlines.
- Proficient with basic accounting procedures.
- Hands-on experience with accounting software packages; knowledge of GP Dynamics, is an asset
- Meet and interact with people in a pleasant, professional, responsible and reassuring manner.
- Work effectively and efficiently both independently and as a team member.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 024-028-2024 Administrative Clerk

This position is covered by a collective agreement, SSMPFFA Local 529. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*