



**SAULT  
STE.MARIE**

## Job Vacancy

**Position:** Administrative Support Clerk  
**Job Posting:** 042-049-2021  
**Department:** Corporate Services  
**Division:** Finance  
**Status:** Part Time

**Wage Range:** \$24.35 – \$26.65  
**Job Class:** 4  
**Shifts:** 25 hours/week  
**Posted:** July 23, 2021  
**Closes:** July 30, 2021, 4:30pm

**Primary Duties and Accountabilities include but are not limited to:**

- Maintain files of travel requests approved by the CAO/Council and prepares Travel Advance Requests for travelers in accordance with the travel policy.
- Provide assistance to travelers on preparation and completion of forms to comply with the travel policy.
- Process travel expense claims by verification of claim accuracy and compliance with the travel policy.
- Prepare necessary payment or refund to traveler. Document and report travel policy discrepancies.
- Maintain and balance petty cash float, including record of approved changes to departmental petty cash floats.
- Ensure department head approval of petty cash payments and review for uncommon items; report to Finance Department Head.
- Prepare bank deposits and process the transfer of funds between city bank accounts as directed and approved by management.
- Distribute payroll direct deposit stubs to City departments.
- Maintain records of tender and refundable deposits and process refunds, as directed.
- Create notification letters and mail to customers for N.S.F. cheques and maintain N.S.F. log.
- Assist in general accounting functions and perform clerical duties; including answering phones, filing, etc., as required.
- Open and distribute mail for processing.
- Maintain inventory of office supplies and order, as necessary.
- Maintain daily timesheets and enter payroll; ensuring required deadlines are met.
- Maintain a thorough working knowledge of the City's Health & Safety policies and procedures.
- Perform other related duties as assigned

**Qualifications:**

- College Diploma in related field; e.g. Accounting, Business, Administration, etc.  
or
- Post-Secondary courses in Accounting, with five (5) years in a relevant position.
- Two years working in a financial, accounting or office administration position, preferably in a municipal environment.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Working knowledge of accounting software and electronic banking functions.
- Knowledge of banking and travel expense procedures.
- Proficient in mathematical / numerical ability.
- Ability to read, write and communicate to perform the duties of the position.
- Customer service skills.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.
- Work 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](mailto:human.resources@cityssm.on.ca)  
**Subject line** 042-049-2021 Administrative Support Clerk

This position is covered by a collective agreement, CUPE Local 67. 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.