

## **Town of Falher Accounting Clerk**

The Town of Falher is seeking a highly motivated individual to assume the position of Accounting Clerk. Reporting to the Chief Administrative Officer, the Accounting Clerk is responsible for:

- Maintaining accounts payable, tax & payroll programs and general ledger including bank reconciliation, month-end and year-end processing.
- Assisting the CAO with budget preparation, financial reporting and annual financial statement.
- Liaising with government departments and agencies regarding grant programs.
- Acting as clerk to the Assessment Appeal Board.
- Minute recording at Council Meetings
- Acting as treasurer for the Smoky River Regional Water & Waste Commissions
- Providing backup to the Administrative Assistant and assisting with maintenance of utilities and accounts receivable programs.
- Maintaining website

The Successful Candidate will have the following qualifications and skills:

- Grade 12, with related post-secondary
- A high level of organizational skills and self-motivation.
- Proven skills in problem solving; and daily use of MS Office; Word, and Excel are required. Knowledge of Access would be an asset.
- Demonstrated excellent oral & written English skills and oral skills in French. Written French is an asset.
- Simply Accounting is a definite asset

A complete job description is available by contacting the Town office.

The Town of Falher offers a comprehensive benefit package and a group registered retirement savings plan. Salary Range \$49,725.23 to \$64,868.47

Qualified candidates are requested to forward their resume via Mail, Fax or Email to:

Town of Falher  
PO Box 155  
Falher, Alberta T0H 1M0  
Attention: Adele Parker, CAO  
Phone: (780) 837-2247  
Fax: (780) 837-2647  
Email: [aparker@falher.ca](mailto:aparker@falher.ca)

**Closing Date:** This career opportunity will remain open until April 20<sup>th</sup>, or until a suitable candidate is found. We thank all applicants for their interest; however, only those selected for an interview will be contacted. The information gathered is in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.