



### EMPLOYMENT OPPORTUNITY – UNIONIZED POSITION

<b>Position Title:</b>	Receptionist/Accounting Clerk	<b>Job Status:</b>	Seasonal (May 5-August 29, 2025)
<b>Department:</b>	Corporate Services	<b>Reports To:</b>	Manager of Finance

### Position Summary

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As a part of the Corporate Services team, the Receptionist/Accounting Clerk reports directly to the Manager of Finance. The Receptionist/Accounting Clerk will be responsible for reception duties, operating the phone system, performing basic accounting duties, and providing clerical assistance to the administration office. The incumbent provides customer service and is primarily responsible for administration of the reception desk in support of the County's overall operation.

### Duties and Responsibilities

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Under the supervision of the Manager of Finance, the duties and responsibilities of the Receptionist/Accounting Clerk for Finance include, but are not limited to, the following:

#### Reception – 95%

- Performs reception duties and operates the phone system
- Provides quality customer service as the first point of contact for clients via walk-in, telephone, e-mails, and faxes; assists clients with general inquiries, takes payments, and directs them to the appropriate department
- Accepts and receipts payments for municipal goods and services
- Distributes incoming mail and prepares outgoing mail
- Assists in filing correspondence and documents
- Performs related clerical duties, such as word processing, maintaining filing and record systems, faxing, and photocopying
- Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to the County and residents
- Order office supplies as needed
- Responsible for opening and closing office doors for the public
- Perform closing procedures which may include cleaning duties

## **Other Duties – 5%**

- Other duties as assigned.
- Ensure that Westlock County's Health and Safety Program as well as Occupational Health and Safety's standards are followed
- Promotes a safe work environment, ensuring compliance with all government regulations, and Health & Safety policies and practices. Participation on the County's Joint Health and Safety Committee as required

## **Minimum Requirements**

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### **Education**

- High School Diploma or equivalent
- Post-secondary education in a related field with preference in accounting is considered an asset
- 1-2 years of relevant experience

### **Knowledge/Experience**

- Strong computer skills in various programs including Microsoft Office and accounting software
- Experience in cash receipting and processing payments and entering deposits
- 2 years' previous related experience preferably in a Municipal Government is considered an asset
- Modern office practices, procedures and equipment, accurate keyboarding skills and knowledge of computers and associated office software
- Basic knowledge of FOIP
- Knowledge and understanding of Westlock County policies and procedures, relevant governmental acts, and regulations is an asset

### **Other**

- Criminal Records Check

### **Skills**

- Excellent judgement, interpersonal and customer service skills
- Highly effective verbal and written communication skills
- Exceptional organizational and time management skills
- Ability to work efficiently, effectively, and independently in a team environment
- Ensures a high level of diplomacy and confidentiality
- Ability to perform in an environment of changing demands and priorities

## Working Conditions

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- Work normal business hours but may be required to do some work in the evenings or outside normal working hours
- Able to work on a computer for long periods of time
- Required to work in a busy, open area office which may result in constant interruptions
- Required to spend long hours concentrating which will require attention to detail and high levels of accuracy
- Required to meet several deadlines which may cause stress
- Working with customers who are sometimes difficult which may cause stress
- Varying levels of physical effort, including moderate lifting (up to 50 lbs.) walking, standing, pushing, and pulling, reaching, driving, and carrying are required. Repeated motion of office tasks is also involved

**HOURS OF WORK:** Monday-Friday, 8:00 a.m.-4:30 p.m.

**EMPLOYMENT TERM:** May 5, 2025 – August 29, 2025

**COMPENSATION:** **\$25.57/hour**  
This is a Union position therefore wages are as per Appendix I of the current Collective Agreement.

**CLOSING DATE:** 4:00 p.m., March 21, 2025

**SUBMIT RESUMES TO:** Westlock County  
c/o Human Resources  
10336 106 Street  
Westlock, AB T7P 2G1  
[hr@westlockcounty.com](mailto:hr@westlockcounty.com)

Westlock County is proud to be an equal opportunity employer that is committed to diversity and inclusion in the workplace.

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