

The Village of Warfield – Administrative Clerk II

The Village of Warfield is offering an exciting temporary position to cover a maternity leave for an experienced Administrative Clerk.

This multi-faceted municipal administrative position reports to the Corporate Administrative Officer and is responsible for various accounting and clerical duties including accounts payable, payroll, accounts receivable, property taxes, utilities and cash receipts.

This position also acts as a liaison with the public and must communicate in a courteous and effective manner.

Qualifications:

High School Graduation, supplemented by a recognized Accounting or Administrative certificate or diploma. Previous Municipal experience is preferred.

Experience Microsoft Word and Excel is required. Experience with Vadim software is considered an asset.

Other requirements include being an energetic and friendly team player.

This temporary position is included in the CUPE bargaining unit, Local 2087.

Interested individuals are invited to submit their resumes by November 23, 2018 to:

Jackie Patridge,

Corporate Administrative Officer,

Village of Warfield,

555 Schofield Highway, Trail B.C. V1R 2G7

INFO@WARFIELD.CA