

DAWSON CITY, YUKON

UTILITY CLERK

Permanent Position



The City of Dawson is seeking applications for Utility Clerk. Reporting to the Chief Financial Officer, the Utility Clerk is responsible for a variety of administrative and financial utilities functions at the City's Administrative Office, including, but not limited to, cable billing, utility billing, data entry on the utility and tax data base, and maintaining property tax files.

If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.

- Completion of a business accounting course and/or 2 years' experience in the accounting field
- Working knowledge of electronic financial systems;
- Experience providing accounts receivable services in a computerized environment;
- Familiarity with financial systems and processes;
- Knowledge of general office equipment operation;
- Working knowledge of Great Plains and Diamond programs
- Administration of funds based upon basic accounting principles and policies;
- Courteous and pleasant manner in dealing with staff and visitors;
- Problem solving and conflict resolution skills;
- Good communication skills, both oral and written;
- Ability to establish effective working relationships and to work as part of the Administration team;
- Organizational and time management skills;
- Ability to meet critical deadlines;
- Ability to prioritize and organize work commitments and deal with pressures of day to day workload;
- Ability to maintain confidentiality

A job description is available upon request.

Closing Date:

A current resume and cover letter must be received at the City of Dawson Administration Building by **2:00 pm on Wednesday, August 19, 2020**. Applications to this position may be submitted by mail or email to the following:

Amanda King, Human Resources

PO Box 308
Dawson City, Yukon Y0B 1G0
hro@cityofdawson.ca

Salary & Benefits:

This is a Union position. Salary and benefits shall be in accordance with the Collective Agreement.
Salary range of **\$56,380 - \$67,655**, plus benefits.

**In accordance with the Collective Agreement, internal candidates will be given first consideration.
We thank all applicants, but only those selected for further consideration will be contacted.**

To learn more about our community and what we have to offer please visit our website at www.cityofdawson.ca