



Employment Opportunity

Office Clerk

The Town of Bow Island is accepting applications for an individual to fulfill the role of Office Clerk.

Reporting to the Chief Administrative Officer, the Office Clerk is responsible for providing first-line reception services to the Administration Office and general administrative support.

The successful applicant will enjoy working with the public, have strong computer skills including Microsoft Office, and municipal administration or bookkeeping experience. This is a part time to full time position Monday through Friday.

The Town of Bow Island offers competitive wages, a comprehensive benefits package, and participation in the Local Authorities Pension Plan.

For a detailed job description please visit www.bowisland.com/careers. Application will be open until a suitable candidate is found and may be submitted to townoffice@bowisland.com



POSITION DESCRIPTION
Office Clerk- Part Time/ Full Time

Updated: December 18, 2024

Reports to: Chief Administrative Officer (CAO)

Position Summary: This position is responsible for providing first line reception services to the Administration Office. Other duties include general administrative support.

Hours of Work: 15-37.5 hours per week

Duties and Responsibilities:

Reception

- Provide telephone and counter reception in a polite and proficient manner. Direct calls to the appropriate staff member.
- Provide cashier services and assist members of the public with transactions
- Assist the public with obtaining Business Licenses and Animal Licenses.
- Assist with scheduling and booking of facility and recreational activities.

Cross Training and Support

- Provide support and cross training for other key administrative positions including Accounts Payable, Tax/Utility, Facilities & Recreation, and Payroll/Finance.
- Assist with balancing daily cash and daily deposits.
- Assist with processing accounts receivable and accounts payable.
- Assist with intake of Development Permits.
- Assist with Project Tracking Data Entry.

General

- Perform routine records management, clerical assignments, mail etc.
- Perform other duties as required by the CAO.