



**Town of Atikokan**



## *Job Posting - Bookkeeper*

Reporting to the Treasurer, this position's main functions are to administer property taxation and utility accounts while providing excellent customer service for a variety of needs to our residents. This position also processes daily cash transactions, manages subsidiary ledgers, deals with past due collections, maintains records and controls, and be front line staff to provide information to citizens and staff.

### **CUPE Local 87 job description:**

**BOOKKEEPER** – The following duties to be delegated by Clerk-Treasurer, or designee: perform the duties of accounts payable clerk; maintain a record of sundry accounts receivable; process invoices as required for sundry amounts owing to the Corporation; input entries on the computer as required; run computer reports as required; maintain a municipal equipment cost control ledger; process payroll; assist Cashier as required; prepare road reports as required; maintain all financial records of the Atikokan Cemetery Board; process employee claims for workers' compensation and group insurance; prepare and maintain such financial summaries and records as directed by the Clerk-Treasurer or designee; other assignments as directed.

Qualifications you bring to the position include financial experience and/or related post-secondary education; outstanding customer service; strong computer and analytical skills.

Please submit a detailed resume by mail or email, in confidence, by 3:00 p.m. October 1, 2021 to:

Brandy Coulson  
Treasurer  
120 Marks Street, Box 1330  
Atikokan, ON P0T 1C0  
[brandy.coulson@atikokan.ca](mailto:brandy.coulson@atikokan.ca)

This position is being posted internally in accordance with the CUPE Local 87 agreement. External applications will be considered only if the position is not filled internally.

We thank all applicants, however, only those selected for interviews will be contacted. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and shall only be used for candidate selection. Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.