



Town of Atikokan



Job Posting: Temporary Bookkeeper

Reporting to the Treasurer, this position will perform the duties of accounts payable and sundry accounts receivable clerk. This position will process cash transactions, deal with collections, maintain records, and provide information to citizens.

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

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.