The District of Coldstream is an active community of approximately 11,300 located in the beautiful North Okanagan nestled in the Coldstream Valley. Our location allows for a quality lifestyle that is second to none with quick and easy access to all amenities of a major urban centre.

Reporting to the Director of Financial Administration, or designate, the employee provides clerical, receptionist, and some accounting related duties. This position is the first source of public contact both in person and over the phone.

The individual must possess a considerable knowledge of general office procedures and practices, and working knowledge of basic accounting principles and experience dealing with telephone reception, screening calls, handling enquiries and dealing with the public in a professional, helpful and friendly manner.

The normal workday shall consist of a scheduled period of seven (7) hours of work between the hours of 8:00 am and 5:00 pm. The normal work week shall consist of five (5) such consecutive days. The hourly wage is in accordance with the CUPE Collective Agreement of $27.87 per hour.

A complete job description is attached.

**Please submit your résumé and a covering letter, quoting Job Posting #19-011, by 4:00 pm on Friday, July 19, 2019 to:**

Mail: Human Resources Department  
District of Coldstream  
9901 Kalamalka Road  
Coldstream, BC V1B 1L6

Fax: 250-545-4733

Email: hr@coldstream.ca (in MS Word or PDF format)

We thank all applicants for their submissions and advise that only those candidates selected for interviews will be contacted.
DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: CLERK/RECEPTIONIST

REPORTS TO: Director of Financial Administration

SUPERVISES: None

POSITION SUMMARY

Responsible for clerical, receptionist, and some accounting related duties. First source of public contact both in person and over the phone and redirecting their enquiries. Works under general supervision and is expected to exercise considerable judgement in terms of work priorities. Work performance is reviewed and evaluated by a superior in terms of efficiency, accuracy, and conformance to established office operating policies and procedures.

REQUIRED EDUCATION, KNOWLEDGE, ABILITIES AND SKILLS

- Grade 12
- Working knowledge of the methods and practices used in operating a computer
- A sound knowledge of relevant computer software applications
- Considerable knowledge of general office procedures and practices
- A working knowledge of basic accounting principles
- Experience in cash and balancing
- Typing speed of 50 wpm with considerable knowledge on operations of related business machines
- Experience dealing with the public in a professional, helpful and friendly manner
- Experience with telephone reception, screening calls, and handling enquiries

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Completion of an office administration diploma

ILLUSTRATIVE EXAMPLES OF DUTIES

- Under the direction of the Director of Financial Administration, assists with the accounts receivable function with the establishment and maintenance of accounts; preparation of bills; follow up of delinquent accounts; preparation of month-end reconciliations as required
- Initial contact for all public enquiries including both in person and telephone, and redirecting enquiries to the appropriate person
- Processing of cash receipts and other related documents and applications
• Under the direction of the Director of Financial Administration, assists the Accounting Clerk I with maintenance of accounts; preparation of bills; adjustments to accounts; preparation and maintenance of all required reports and records; all other duties related to the utility function
• Under the direction of the Director of Financial Administration, assists the Senior Accounting Technician with property taxes including maintenance of accounts; tax searches; creation of new property rolls; land title changes; and all other duties related to the taxation function
• General clerical work including typing, filing and mail
• Performance of other related duties as required