

Town of Stewiacke
Accounting Technician-Part Time

About the Role:

This position is a direct report of the Director of Corporate Services of the Town of Stewiacke and provides a broad range of accounting and administrative support for the Town Office. Responsibilities include, but are not limited to, bank reconciliations, AR, AP and GL reconciliations, month end closing, assist with annual audit, project tracking, organizing daily workload to meet priorities and demands; occasional front desk coverage and other duties related to the smooth operations of an office.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- Completion of high school or equivalent.
- College or Certificate/diploma in Accounting or Business Administration.
- Three to five years of administrative experience; or
- An acceptable combination of education, training and experience.

Knowledge, Skill and Attributes

Below is a generalized list of basic knowledge, skills and attributes, we would like to see in a successful candidate:

- Knowledge of accounting functions, such as general ledger maintenance, complex bank reconciliations, AR, AP and GL reconciliations.
- GAAP Knowledge
- Strong knowledge of computer applications, including MS Office Suite and Microsoft Dynamics, Diamond Municipal Software.
- Strong interpersonal skills.
- Excellent organizational and time management skills.
- Strong communications skills (listening, written and oral); and
- Be tactful, positive, personable, team player and customer service oriented.

Salary range \$23-\$25/hr depending on experience

How to Apply

Please forward all resumes in confidence to:

Town of Stewiacke
Attention: Helen Young – Director of Corporate Services
Email – hyoung@Stewiacke.net

Drop Off

295 George St, Stewiacke NS

Resumes will be accepted until position is filled

The Town of Stewiacke thanks all applicants for their interest however only those selected for an interview will be contacted.