



TOWN OFFICE

JOB DESCRIPTION

Title: Administrative Support
Reports To: Town Accountant
Nature of Position: Part Time

Description:

The Administrative Support will be responsible for a variety of office duties including responding to accounts payable, front counter and phone inquiries as required. This position is a permanent part time position with flexible working hours totaling 20 hours a week.

Specific Responsibilities Include:

- Primary contact for accounts payable questions such as account balances and cheque requests
- Sending invoices to senior management for approval
- Entering invoices/credit notes into accounting software and issuing cheques
- Filing of accounts payable documents and electronic filing
- Front Counter duties such as payment collection, receipt issuance and account reconciliation
- Assist with customer inquiries made to the Town in-person or by phone and email
- Other duties, as assigned by the supervisor

The successful candidate must show proficient skills in the following areas:

- Organization and Detail orientated is a must.
- Demonstrated knowledge in working with MS Office and accounting software.
- Previous customer service, bookkeeping and municipal experience is considered an asset.
- Flexible schedule to accommodate times of staff coverage (up to 35 hours a week)

Applications should be submitted by 4:30 pm Tuesday, April 27. If interested, please forward a resume and cover letter to:

Administrative Support
c/o Jonathan Daye
40 Water St., PO Box 640
Pictou, NS B0K 1H0
Email: info@townofpictou.ca