



## **Employment Opportunity**

### **Town of Labrador City**

### **Cashier Clerk**

The Town of Labrador City is seeking an individual with strong interpersonal skills, skilled in accounting and enjoys working in a team environment, to provide administrative support as required on a temporary basis.

- Position: Cashier Clerk
- Terms of Employment: Temporary, Part Time
- Salary: As Per Collective Agreement
- Anticipated Start Date: As Required
- Duties: Front counter and phone reception, directing public inquiries within the organization, posting cash receipts, preparation of bank deposits, bank reconciliation, general journal entries and internal reports, general office duties including filing and record management, invoicing, collections, distribution and receipt of tender documents, preparation of purchase orders and other duties as assigned.
- Qualifications: Business Management Diploma with a concentration in accounting and two years experience working in an office setting.
- Good written and oral communication skills.
- Proficient in Lotus Notes, Excel, Microsoft Word
- Experience dealing with the general public, preparation of internal reports and outgoing correspondence, computerized accounting, and standard office filing systems.

Deadline for Applications: **February 5, 2010 – 4:00 pm (local time)**

Submit resume and three references to:

Diane Gear, Town Clerk  
Town of Labrador City  
317 Hudson Drive  
P.O. Box 280  
Labrador City, NL  
A2V 2K5