THE CORPORATION OF THE CITY OF GRAND FORKS

JOB POSTING

THE CITY OF GRAND FORKS HAS AN OPENING FOR THE POSITION OF
"REVENUE CLERK"

JOB SUMMARY:

Duties to Include: See attached Job Description

Hours of Work: ***37.5 hours per week***

REQUIRED SKILLS / MINIMUM REQUIREMENTS:

- High School Graduation.
- Completion of intermediate accounting courses through a recognized post-secondary institution, or equivalent working experience, preferably in a mixed business and government environment.
- Good communication skills, both verbal & written, and a high degree of literacy.
- Proficiency in dealing with the public in a professional and courteous manner.
- Skills, experience and proficiency in computer applications and software, particularly Excel.
- Familiarity with Vadim Municipal Software is an advantage.
- Experience with integration of data from various sources would be beneficial.

BENEFITS:

Rates of pay, as quoted in the current Collective Bargaining Agreement between the Corporation of the City of Grand Forks and the Canadian Union of Public Employees, Local 4728.

This is a Union position, subject to all Sections of the CUPE Collective Bargaining Agreement.

CLOSING DATE – 3:30 p.m. MONDAY MARCH 27, 2017

DATED THIS 10TH DAY OF MARCH, 2017

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Juliette Rhodes
Chief Financial Officer