



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

POSITION

Tax and Accounts Receivable Clerk

POSTING

25-48

POSTING TYPE

Internal

POSITION TYPE

Term, until return
of incumbent

HOURS OF WORK

Part-time – Maximum twenty (20)
hours per week

DEPARTMENT Finance

HOURLY RATE \$39.7951 - \$41.6408 per hour, Pay Grade 8 – Schedule “A” Inside Employees

POSITION SUMMARY

Reporting to the Financial Services Manager, the Tax & Accounts Receivable Clerk is responsible for a variety of administrative and accounting functions related to City property taxes, utilities, and accounts receivable.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or GED
- Accounting Diploma, or equivalent.

EXPERIENCE

- Three (3) years' accounting experience including
 - Analyzing and reconciling accounts;
 - Processing accounts receivable; and
 - Year-end procedures and adjustment entries.

SPECIFIC SKILLS

- Municipal/government experience in accounting and receivables will be considered an asset.
- Accurate and efficient written/keyboarding skills.
- Sound knowledge of accounting and office practices/procedures.
- Demonstrated ability to prepare and maintain accurate and complete documents, forms, and records.
- Ability to use computers and applications in a proficient manner, including accounting software, Microsoft Outlook, Word, and Excel.
- Good organizational and time management skills.
- Demonstrated ability to exercise considerable tact, courtesy, and diplomacy when dealing with members of the public, other agencies, and staff.
- High degree of initiative and sound judgement.
- Demonstrated ability to work with minimal supervision.
- Ability to maintain confidentiality.

SPECIAL REQUIREMENTS

- Criminal Record Check.

CLOSING DATE 9/18/2025, 4:00pm (MT)

Interested applicants are requested to submit a covering letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15