



Finance Customer Services Coordinator

Competition # 201667
One (1) Permanent Full-Time Position

The City of Fort Saskatchewan is seeking a detail orientated, positive and enthusiastic professional to join our Finance Team. Reporting to the Chief Financial Officer, the Finance Customer Services Coordinator is responsible for providing leadership, guidance and support to a team of unionized accounting and clerical staff in the daily operations and activities associated with property taxes and utility billing; payment collection; cash balancing; and customer relations. This position requires the use of considerable independence, initiative and discretion within established guidelines, and must be able to perform the full range of customer billing and service duties, as required. The successful candidate will manage all customer interactions and communications within the Finance Department. It is essential for the candidate to have a strong customer focus with exceptional interpersonal, verbal and written communication skills.

This position requires a 2 year diploma in Business Administration/Management or a related field, as well as, 5 years of related supervisory experience with a minimum of 3 years accounting experience. Experience in a municipal and/or union environment is an asset. The Finance Customer Service Coordinator will have proven leadership skills with the ability to engage, motivate and lead employees. The successful candidate will have a working knowledge of accounting processes, cash management and reconciliation; and be proficient in Microsoft Office including Word and Excel with strong organization, prioritization and time management skills.

The City of Fort Saskatchewan offers a competitive compensation package with a salary range of \$72,325 to \$85,078 per annum. Qualified applicants are invited to apply in confidence **by Thursday, June 9, 2016 stating competition #201667 to:**

The City of Fort Saskatchewan
People Services Department
10005 - 102 Street
Fort Saskatchewan, AB T8L 2C5
Fax: 780.992.6625
E-mail: hr@fortsask.ca



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 24,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort representation in historic downtown.

For more information on employment with the City of Fort Saskatchewan, please visit our website at: www.fortsask.ca

The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.