City of Meadow Lake

Clerk I (Finance)
Full-time, Permanent

Duties:

- Handles all general inquiries to City Hall – both in person, via phone or email and directs as appropriate
- Processes payments, assists with daily cash reconciliation.
- Compiles and reconciles monthly bank reconciliations.
- Processes and submits quarterly GST and PST filings
- Responsible for reconciling all invoices and accounts receivable functions for the City.
- Processes and maintains tax enforcement filings.
- Acts as a back-up for other finance (Clerk 1) roles, as needed
- Assists in the application and reporting of various grants
- General filing and office upkeep
- All other duties as assigned by management

Required Qualifications

Education, Experience & Certifications

- High school diploma or equivalent
- 1+ years experience in an administrative role
- Valid driver's license
- First aid
- Satisfactory criminal record check

Knowledge, Skills & Abilities

- Able to effectively prioritize tasks
- Exceptional communication skills (both verbal and written)
- Enjoys dealing with the public
- Diffuses tense situations quickly and with tact
- Possesses excellent interpersonal skills
- Able to work effectively with interruptions
- Highly organized with a keen attention to detail
- Strong working knowledge of Microsoft Office and Adobe Acrobat.

Advanced Qualifications:

Possession of these qualifications will be considered an asset

Education, Experience & Certifications

- Office administration diploma
- Prior municipal administration experience

Hours:

- 8:00AM-5:00PM, Monday-Friday

Wage:

- $24.98/hr as per the collective agreement

Application Instructions:

Please submit your resume to the attention of Asma Qadri, Director of Corporate Services. Resumes are to be submitted via email to hr@meadowlake.ca with the job title in the subject line.

We thank all applicants for their interest, however, only candidates who are selected for an interview will be contacted.

Application Deadline: November 20, 2026