



VILLAGE OF CACHE CREEK

Finance Administrative Clerk

The **Village of Cache Creek** is accepting applications for the position of **Finance Administrative Clerk**. This is a casual position ranging from 0 to 40 hours per week, depending on operational requirements.

The Finance Administrative Clerk assists with accounts payable and receivable, municipal property tax, administrative, records management and customer service duties as assigned. Work is performed with limited supervision and requires initiative, sound judgement and excellent public relations skills.

The successful applicant will have an Office/Administration Certification or an equivalent combination of related work experience and education. Experience in a computerized accounting or Local Government environment will be an asset.

Applicants are invited to respond with a detailed cover letter and resume to:

John Ranta, Mayor

**Village of Cache Creek, 1389 Quartz Road, Box 7,
Cache Creek, B.C., V0K 1H0**

Email: admin@cachecreek.info

Submission deadline: July 26, 2018

We thank all applicants but only those to be interviewed will be contacted.