



Casual Municipal Clerk 1 Reception and Accounts Receivable

The Municipal District of Spirit River No.133

OVERVIEW

Reporting directly to the Director of Corporate Services and the Chief Administrative Officer (CAO), the Municipal Clerk 1 - Reception and Accounts Receivable (A.R.) position is a clerical position that includes revolving duties as necessary. An Accounts Receivable professional will assist the MD of Spirit River No.133 accounting department as it receives, processes, and collects goods sold or services rendered. In this role, you will be required to review account information, correct discrepancies, and ensure that accounts are properly billed and that payments are collected.

TYPICAL DUTIES

- Answering telephone calls and relaying messages to the appropriate department, assisting the public, processing payments and distributing receipts, records management, and issuing receipts and general invoicing.
- Maintaining the MD website which includes Council meeting minutes, maintaining the MD Facebook Page, and answering and directing concerns as received.
- Issuing invoices, receiving payments, issuing receipts for items such as dust control – land lease, road lease, culverts, and approaches; for FCSS – Home Support, Meals on Wheels, booking Camp Wanago reservations, and booking the MD Transit Bus.
- Record keeping of Gravel, working with Public Works and ASB forwarding concerns to the appropriate departments.
- Maintaining contracts, i.e.; equipment rentals and contracted equipment, approaches and road lease agreements, payments, invoicing contracts between Public Works and Oil Companies as required.
- Updating hold harmless and filing agreements for Snow Ploughing contracts.
- Updating the Tourism Center on available Nardam campsites available weekly. Taking payments and issuing receipts, generating notices for the campgrounds, tracking campsites and reservations.
- Ordering lunch for meetings.

- Issuing receipts for taxes, batching and tracking. Tax certificates, printing certificates, invoicing receipt payments, and maintain binder.
- Land Transfers – Update Terivita and Signal List, scan all title changes and file Subdivisions - give out applications, collect payments, organize files, compose list of landowners and addresses of the surrounding properties for letters of notice, scanning files, and creating new files as needed.
- Development – give out applications, collect payments, and compose files.
- Advertising Job Postings, keeping files of Job Postings.
- Receiving invoices and filing Security Camera Rebates.
- Scanning files and various types of filing and photocopying.
- Ordering office supplies, keep copier maintained, and order water for the office water cooler.
- Picking up mail at the local Post Office daily and distribute the mail.
- Keeping a track record and receipt of all cheques received.
- Banking, close batches; cheques, Visa and MasterCard as needed and deliver them to the bank.
- Handling Burn Notifications from the Fire Department, handling burn permit calls and filling out the appropriate burn permit form, emailing to the fire chiefs and Firecomm.
- Tracking and sign out for all building keys.
- Update brochures, information packages, and business cards in the front reception area.
- Cemetery – sell plots, arrange for flagging of the spot, and get it ready for burial.
- Compile and input information on grazing leases and input the data to Munisight so ownership of the lease can be tracked.

All other duties as Assigned.

QUALIFICATIONS / KNOWLEDGE / ABILITIES

- A successful Municipal Clerk 1 candidate will possess good communication skills, be personable with coworkers, and provide an exceptional level of customer service to the public.
- Pleasant and professional phone manner, and possess excellent communication skills.
- Strong computer skills (MS Office), excellent organizational, multitasking, and grammatical skills.
- Computer technical courses, secretarial or administrative certificate is an asset, but not required to apply for the position.
- The successful candidate will be detail-oriented, organized, and self-motivated with strong math and computer skills and a thorough researcher with excellent communication and record-keeping skills.

WORKING CONDITIONS

NOTE: All personnel at the Municipal District of Spirit River No.133 are governed by the Municipal District of Spirit River No.133 Health and Safety Policy. Operations must be conducted in a safe manner in accordance with all policies and safe work procedures, in conjunction with the proper protective equipment to be worn for the tasks being performed.