



Municipal Clerk 1

Payroll and Accounts Payable

The Municipal District of Spirit River No.133

OVERVIEW

Reporting under the direct supervision of the Corporate Services Director and the CAO, The Municipal Clerk 1 is an office administration position which involves processing Payroll, Accounts Payable, general Human Resources functions and other related duties as assigned.

TYPICAL DUTIES

- Inputting and processing of payroll, remitting all source and optional deductions in a timely manner, Coding and processing all Payables, Office filing and photocopying, Assist Reception when necessary.
- Benefit Plan Administrator, including Disability Claims i.e., LTD and WCB
- Pension Plan Administrator (Local Authorities Pension Plan)
- Human Resources duties and personnel file management
- Accounts payable processing, including EFT and cheque writing
- Commission of documents, Statutory Declarations, or Affidavits
- Assist Assistant Municipal Administrator with Year End requirements
- Knowledge of duties of Receptionist/Office Worker to provide support
- Respond to public inquires promptly and professionally

All other duties as Assigned.

TRAINING AND EXPERIENCE

- Completion of grade 12 or equivalent
- Minimum of 5 years in a payroll related field
- Post-secondary secretarial or business certificate, or combination of training and experience
- Commissioner of Oaths or ability to attain
- Membership in the Canadian Payroll Association or ability to attain
- Minimum of Class 5 Drivers License

QUALIFICATIONS / KNOWLEDGE / ABILITIES

- Knowledge of Payroll, and CRA standards
- Knowledge of Alberta Pension Services, LAPP
- Strong computer skills
- Knowledge of basic bookkeeping practices and accounts payable
- Strong communication skills and the ability to deal with the public on the phone and in person
- Knowledge of safe work regulations, OH&S Act and WHMIS
- Pleasant & professional phone manner
- Excellent communication skills
- Strong computer skills (MS Office)
- Excellent organizational & grammatical skills
- Ability to multi-task is a must
- Payroll experience would be an asset but not necessary
- Computer technical courses are desirable but not necessary.

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 preformed.**