



# Municipal Clerk 1

## Payroll/Accounts Payable/HR Coordinator

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### *The Municipal District of Spirit River No.133*

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*Municipal District of Spirit River No.133 employees play an integral role in providing residents with reliable, timely service. The terms and conditions of employment outlined in this document are intended to recognize the unique nature of operations in within the MD and to support our employees in providing valued services to our ratepayers.*

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#### OVERVIEW

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Reporting under the direct supervision of the Corporate Services Manager 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.

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#### TYPICAL DUTIES

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- Inputting and processing of payroll, remitting all source and optional deductions in a timely manner, coding and processing all account payables.
- Benefit Plan Administrator, including Disability Claims i.e., LTD and WCB Monthly Balancing.
- Assist Director of Corporate Services Manager with yearend requirements.
- Pension Plan Administrator Manage all aspects of the Local Authorities Pension Plan (LAPP).
- Human Resources Coordinator; personnel file management and all correspondence duties associated with HR.
- Accounts payable processing, including EFT and cheque writing.
- Commission of documents, Statutory Declarations, or Affidavits.
- Knowledge of duties of Receptionist/Office Worker to provide support.
- Respond to public inquiries promptly and professionally.

- Handling Claims: Vehicle Insurance Claims , WCB Claims, Disability Claims, all aspects of Benefits.
- Monthly reconciliation of the General Ledger.
- Act as the IT Liaison for the Municipality; handling calls and correspondence from the IT support person.

**All other duties as Assigned.**

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### *TRAINING AND EXPERIENCE*

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- Completion of grade 12 or equivalent
- Minimum of 5 years in a payroll related field is preferred
- 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

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### *QUALIFICATIONS / KNOWLEDGE / ABILITIES*

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- Payroll experience, and CRA standards is an essential requirement.
- Experience with Muniware software is an asset
- Knowledge of Alberta Pension Services, LAPP
- Strong computer skills (Proficient Skill : MS Word and Excel )
- Knowledgeable in 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 in-person and phone manner
- Excellent communication skills
- Strong computer skills (MS Office)

- Excellent organizational & grammatical skills
- Must have the ability to maintain a positive attitude toward the company in both professional and personal interactions. Ability to multi-task is a must

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### ***WORKING CONDITIONS***

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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. All terms and conditions of employment for Municipal District of Spirit River No.133 employees are outlined in the MD Handbook and any HR Policies and associated Employee Benefits.