



THE TOWN OF SWAN RIVER

Municipal Office Clerk Opportunity

Step Into the Role of Office Clerk!

Take the next step in your professional journey by becoming an integral part of the Town of Swan River's administration as an Office Clerk. Your attention to detail and administrative background will be valued as you support our daily operations and contribute to a productive and efficient workplace.

The qualifications of this position include but are not limited to:

- Successful completion of Grade XII or an equivalent.
- Minimum two years of experience in an Administrative or Clerical Setting.
 - Experience with Payroll is considered an asset.
 - Experience with Accounting/Financial software is considered an asset.
- Certification or Diploma in **Payroll**, **Business Administration**, or **Municipal Administration (CMMA)** is considered an asset.

Typical duties include:

- Preparation of **Payroll** for all departments.
- **Accounts Payable**: processing and reconciling invoices and payments.
- Administration of the **Utility Service**.
- Assisting with **Property Taxes**, including maintaining tax rolls and preparation of tax certificates.
- **Customer Service**: front counter, by phone, and email.
- General Office workplace organization and filing.
- Other duties and tasks as assigned.

A complete job description is available upon request. Wages will be according to CUPE Local 851 agreement.

Applications must be received at the municipal office by **4:30pm on May 3, 2024**

Any questions can be directed to CAO Derek Poole at:

Town of Swan River
439 Main St. - Box 879
Swan River, MB, R0L1Z0
(ph: 204-734-4586) Email: CAO@townsr.ca

Only those applicants receiving an interview will be contacted.