



# THE TOWN OF SWAN RIVER

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## Town of Swan River – Job Openings – Municipal Office Clerk

**Serve Your Community, Grow Your Career.** Join our vibrant municipal team as a Municipal Office Clerk and contribute to making a positive difference in the lives of our residents. As a key member of our team, you'll thrive in a fast-paced, dynamic environment that values teamwork, community engagement, and exceptional public service.

**See the full Job Description for a complete list of qualifications and duties.**

### Qualifications:

- Successful completion of Grade 12 or an equivalent, plus one year of college in a computer-based environment.
- Education and knowledge of any of the following: payroll, accounting, database use, Office 365.
- Proven Customer Service and Communication skills.
- Typing speed of 55 WPM.
- *Candidates who have education, training, and/or lived experience equivalent to the essential qualifications listed above may be considered.*

### Skills:

- Organized and detail orientated.
- Ability to communicate clearly, concisely, and respectfully verbally and in writing.
- Ability to provide exceptional customer service in a fast-paced environment, addressing diverse needs and concerns.
- Proficiency in Microsoft Office and the ability to work with various types of accounting software, and databases.
- Ability to manage change and work effectively together with a group of individuals in an office environment.

### 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.
- Preparation and review of letters, memos and other office related correspondence.
- A complete job description is available upon request.

### What we offer:

- Opportunities for growth and development.
- Hours: 35-hour work week; 8:30 to 4:30 (M-F).
- Wages: Starting: \$23.18; after 2 years: \$31.94
- Competitive benefits package.

Applications must be received at the municipal office. **The application process is open until June 12, 2026.**

Any questions can be directed to Executive Assistant Uriah Waldner at:

Town of Swan River  
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Only those applicants receiving an interview will be contacted.