



**The Township of Mulmur invites applications for the position of
TREASURY & PAYROLL CLERK
(1 YEAR CONTRACT MATERNITY LEAVE)**

Reporting to the Treasurer, the Treasury & Payroll Clerk's primary responsibilities include but are not limited to:

- All accounts payable and receivable functions
- Responsible for all payroll functions including payroll remittances and benefit administration
- Track and process all planning and public works security deposits
- Monthly bank reconciliations
- Act as Secretary for various Committees and Boards
- Provide customer service by responding to incoming phone calls and assisting visitors
- Provide administrative support to all departments as required

Competitive salary with a 37.5 hour work week and the possibility of overtime, as required. Please submit cover letter & resume as one (1) PDF document to hr@mulmur.ca attention Heather Boston, Treasurer, no later than **Friday, May 18, 2018 at 4:00 pm.**

We thank all applicants for their interest; however, only candidates to be interviewed will be contacted. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. The Township of Mulmur is an Equal Opportunity Employer and accommodations are available for all parts of the recruitment process, upon request. The successful candidate will be required to supply a clean criminal record check.



TOWNSHIP OF MULMUR

POSITION TITLE: Treasury-Payroll Clerk (1 Year Contract)

DEPARTMENT: Treasury

PURPOSE OF POSITION:

- Analyzes, reconciles and maintains accurate accounts payable, receivable and payroll system
- Provides administrative and customer service support
- Provides secretarial support for Committees and Boards as needed

DIRECT REPORTING: Treasurer

MAJOR RESPONSIBILITIES:

Treasury (50%)

- Completes monthly bank reconciliations for Treasurer's review - including updating the monthly outstanding cheque list and reconciling outstanding receivables
- Tracks and processes all planning developer deposits, entrance permits and refundable deposits

Accounts Payable

- Receives, codes for approval and verifies invoice details, including HST, ensures no duplicate charges on bill, verifies that dates on invoice are appropriate and recorded in the correct period
- Enters invoices for payment, and prints lists of invoice reports for Council approval
- Prepares and processes all payments
- Maintains, updates and files vendor records
- Enters and reconciles all auto-debits at the end of each month
- Posts non-refundable and administration fees for all developer deposit's, balances accounts quarterly for review
- Maintains hydro and energy information for annual reporting under *The Green Energy Act*

Accounts Receivable

- Responsible for Accounts Receivable invoicing for the Arena, Dog Licensing, Water Operating, and Gravel
- Work in cooperation with the arena manager to invoice ice time, room rentals, advertising signs, booth rental, hydro & propane usage
- Maintain and update receivable account and files
- Schedule appointments for final meter readings for home closings, bills and forwards invoice to lawyer for payment



TOWNSHIP OF MULMUR

- Applies penalty/interest charges on unpaid accounts receivable balances and sends out arrears notices
- Responds to inquiries regarding billing and payments, water usage, tenant and mailing address changes, etc.
- Downloads and inputs all telebanking receivables and incoming payables received from the bank
- Updates, reconciles and accepts mortgage company property tax payments and deposits
- Creation of year-end deadlines for payment and distribution of correspondence advising residents of any transfers to taxes
- Year-end preparation of outstanding account receivable balances for transfer to taxes
- Accepts payments and issues receipts at front counter and via mail
- Back-up for all other Treasury functions

Payroll Administration (20%)

- Processes all bi-weekly, monthly, quarterly and annual payroll functions
- Receives, reviews and processes timesheets from all departments
- Complies and prepares Council Remuneration for public reporting
- Prepares and submits remittances for OMERS, RSP's, Receiver General, WSIB, EHT, etc.
- Prepares the annual OMERS 119 report, T4's, ROE's, and various payroll reports as required for approval
- Creates and maintains pay schedule for the new year and distributes to all employees
- Researches, prepares and updates all pay/benefit and deduction rates for new pay year
- Updates payroll system yearly prior to new pay year commencing
- Set-up as primary contact with Manulife Benefits and OMERS, and maintains the database as notified ensuring all changes are reported including employment status, pay and personal information
- Updates and maintains all files related to this position
- Prepares letters of employment contracts as requested for review by Treasurer
- Prepares summer student application for funding annually
- Assists in updating the Township Corporate Policy and Procedure manual

Administration (10%)

- Answer telephones and responds to front counter inquiries
- Performs the daily back-up for Keystone
- Committee or Board secretarial duties as required
- Assists with incoming and outgoing mail
- Other duties as assigned



TOWNSHIP OF MULMUR

QUALIFICATIONS

- Minimum of a 3-year Post-Secondary Diploma in Accounting or equivalent
- Minimum of 3 years of experience in Payroll, Accounts Receivable and Accounts Payable
- Successful completion of Canadian Payroll Association certification an asset
- Ability to exercise tact and discretion in dealing with sensitive and confidential information
- Strong communication and interpersonal skills and the ability to work well with employees at various levels of the organization
- Strong computer skills in the use of MS Office specifically Excel and Word
- Working knowledge of Keystone Complete, Easypay and Adobe Pro software an asset

WORKING CONDITIONS

- Moderately routine
- Regular hours plus overtime as required

PHYSICAL REQUIREMENTS

- Computer work
- Continuous
- Not physically demanding