

MUNICIPALITY OF SOURIS-GLENWOOD

CAREER OPPORTUNITY

The Municipality of Souris-Glenwood is currently seeking to fill the full-time position of **Payroll, Utility, Accounts Payable Clerk**. Employment includes a generous benefits package as well as a competitive salary. The successful candidate will be reporting to the CAO, with responsibilities to include but not limited to:

The processing of all aspects of Payroll, including maintenance of pension and benefits program, monthly payroll remittances.

Quarterly Utility Billing, maintenance of customer database, responding to utility inquiries and administration.

Accounts Payable processing invoices and accurate vendor maintenance.

Qualifications:

Minimum grade 12 education

2 years payroll experience of significant complexity and responsibility, preferably in a public sector or other payroll software application

Canadian Payroll Association Certificate an asset

Accounts Payable experience

Ability to learn computer applications with confidence

Strong written and oral communication skills

Strong ethics, with ability to manage confidential data

General understanding of municipal administration an asset

Ability to work under tight timelines

Individuals interested in this position should send a resume and cover letter stating experience, education, salary expectations, and references to **Charlotte Parham, CAO**.

by email: sq.cao@mtsmail.ca

by mail: Municipality of Souris-Glenwood
PO Box 518
Souris, MB R0K 2C0

in person: 100 2nd Street South, Souris, MB.

The selection committee intends to review applications as early as January 31st, 2024 however, applications may continue to be accepted until the right candidate is found.

We thank all who apply and advise that only those selected for further consideration will be contacted.