

Title:

Administrative Clerk

Summary:

The Administration Clerk is a key member of the administrative team, responsible for the accurate and timely processing of municipal billing and collections. Reporting to the Assistant Treasurer, focusing on accounts receivable, payroll, administration, and support on projects. The Clerk also contributes to general office administration and customer service, supporting efficient daily operations and positive public engagement. This is a full-time position (40 hours/week), Monday to Friday, with occasional flexibility required.

Responsibilities:

1. Accounts Receivable & Billing:

- Prepare and process invoices for miscellaneous billing for the municipality, recreation programs, facility rentals, and memberships.
- Generate and distribute utility bills for water and sewer services, and trailer park rentals on a regular schedule.
- Maintain accurate customer accounts, track outstanding balances, and issue payment reminders or notices.
- Receive, record, and reconcile incoming payments via cash, cheque, debit, or electronic transfer.
- Respond to public inquiries related to billing, payments, and account status.

2. Payroll Administration

- Process payroll and maintain records for Council and the Fire Department, including tracking firefighter callouts, training hours, and related compensation.

3. Emergency Measures Organization (EMO):

- Serve as a member of the Emergency Measures Team, providing administrative, operational, and reporting support during emergencies and Emergency Operations Centre activations.

4. Customer Service & Support:

- Provide Front desk customer service by addressing inquiries, taking payments and supporting municipal services as required.

5. Grant Applications

- Complete grant application forms as required
- Complete all funding reporting and follow-up as required
- Process Employee Grant Applications

6. Records Management

- Maintain and manage the municipality's physical and digital records systems, including filing, retention, archiving, retrieval, and records destruction in accordance with legislative and municipal requirements.

7. Admin Support & Other Duties:

- Perform additional tasks as assigned by the CAO or Assistant Treasurer.

- Assist in the development, amendment, and enforcement of municipal by-laws, policies, and contracts and issue notices and invoices regarding Pedlar Permits.
- Conduct research and gather information to support new or revised by-laws, policies, and contracts.
- Updating the municipal webpage, social media platforms and weekly newsletter, issuing press releases as needed, updating Calendar of Events.
- Process the assessments, installations, maintenance, and cleanings for the mini-split program.
- Provide backup coverage for other administrative staff as required
- Prepare reports, correspondence, statistics, and other documentation related to assigned responsibilities
- Provide administrative oversight of municipal camera and energy management systems, including monitoring system performance, generating reports, coordinating maintenance and troubleshooting, and supporting the security and efficient operation of municipal facilities.
- Assist with the day-to-day operational needs of municipal facilities, including the preparation, organization, maintenance, and replenishment of facility supplies and materials.

Minimal Job Requirements:

Education and Experience:

- Undergraduate degree in a relevant field or equivalent experience.
- Experience in financial administration, including data entry and basic bookkeeping, is considered an asset.
- Previous experience in administration is an asset.
- Familiarity with municipal government operations is beneficial.
- Proficiency in Townsuite, Office 365 platforms, Teams, and SharePoint.

Skills and Attributes:

- Strong organizational and planning abilities.
- Excellent written and verbal communication skills, including writing, proofreading, and copy editing.
- Attention to detail with high standards for quality work.
- Personable, customer-focused approach with strong interpersonal skills.
- Ability to manage multiple projects in a fast-paced environment.
- Effective time and stress management skills, including prioritization and meeting deadlines.
- Self-motivated, proactive, and takes ownership of tasks and projects.
- Creative and resourceful in developing marketing and promotional content.

Certifications (Required or Willing to Obtain)

- Criminal record check, Vulnerable Sector Check and/or bonding (as required for handling funds).

Compensation:

- **Salary: \$45,000 - \$53,000 (based on education and experience).**
- **Benefits:** Comprehensive health benefits, pension plan, life insurance, fitness center membership, and opportunities for professional training and education.