



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

ADMINISTRATIVE, PAYROLL AND ACCOUNTS CLERK PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Administrative, Payroll and Accounts Clerk is responsible to provide customer service, accurate information, and assistance to the general public, Township staff and outside agencies, through a variety of channels including in person, telephone and email.

In addition, the position provides administrative support, payroll and accounting services to the day-to-day operation for one or more divisions of Infrastructure Services.

Major Duties & Responsibilities:

Administration

- Prepares correspondence, reports, memoranda, and emails of varying lengths and complexity, some of which are sensitive and confidential from handwritten, drafts, printed and edited copy, and verbal instruction.
- Maintains office supplies and equipment. Keeps inventories at proper levels and ensures that equipment is kept in good repair.
- Receives and distributes incoming mail and courier packages, and prepares outgoing mail and courier packages.
- Provides mutual back-up for the other Administrative Assistant(s) in the department.

Environmental

- Provides support services to the Water (Supply and Distribution) and Wastewater (Collection and Treatment) Operations including month end reports, water meter inventory, water meter readings and water consumption, preparing monthly monitoring logs.
- Supports compliance with all federal and provincial regulations/legislation and Township By-laws applicable to water and wastewater.
- Updates assets including preventative maintenance schedules for water and wastewater equipment.
- Provides administrative support for the Backflow Prevention Program including written notifications, data entry and tracking, and certified testers and plumbers. Maintains annual testing and address database as part of maintenance programs.

Financial

- Codes accounts payable transactions. Tracks invoices and records them against programs and projects for departmental costs control and budget management purposes. Manages and prepares purchase orders.
- Prepares cheque requests, including petty cash and reviews employee expenses for payment approval. Ensures that proper records are kept for petty cash and cash floats and that sufficient funds are available.
- In conjunction with the Managing Director and /Managers, coordinates the development and monitoring of operating budgets, budget and expenditure controls, and revenue/expenditure transactions. Reviews financial statements to meet financial accountability obligations and investigates variances to ensure accuracy of information.
- Processes Infrastructure Services accounts payable transactions. Collects and submits invoices to Financial Services Division for payment after verifying accuracy of information. Prepares cheque requests, including petty cash and travel expenses for payment approval.

Payroll

- Responsible for systems and procedures for recording all payroll and personnel transactions for full-time, part-time and seasonal employees. Maintains time sheets, call-in sheets, records of time off for vacation, holidays, and overtime.
- Sets up and maintains systems and procedures for recording and processing all payroll transactions for all categories of employees – (full time, part time, hourly, seasonal, temporary, special contract, etc) that are in line with corporate payroll and personnel systems.
- Assists Human Resources with hourly employee orientation, including preparation of casual contracts, collection of payroll information and submission to Payroll.
- Deals quickly with employee enquiries about their pay, benefits, terms of service and employment conditions. Provides answers to routine enquiries that are readily available by quick reference to department records or policies. Arranges for employees to discuss more complicated enquiries with Human Resources.
- Monitors adjustments to the payroll system for all hourly staff (changes in salary grid, employee movement in pay grids, changes in benefits in terms of services, employee changes and employee status changes). Notifies Human Resources in advance of any hourly pay grid adjustments.
- Ensures departmental consistency with adjustments to the payroll system, changes in legislation, internal policies, and benefits, as outlined by Human Resources.

Support

- Maintains skills and knowledge at a high level with training and development through courses, workshops, and selected reading. Works with Managers and Managing Director for training and development that is performance related and for developing interest and skills in identified areas of focus.
- Registers staff for training and conferences and keeps accurate records of staff training and certifications.

Customer Service

- Answers the telephone, responds to general email inquiries, and greets visitors to the Infrastructure Services office. Provides factual information to inquiries or refers to appropriate staff.
- Respond to public inquiries and requests for information from rate payers, general public, elected officials, government agencies and other visitors as the first point of contact in person, via telephone, and by email

Minimum Qualifications and Requirements:

- Completion of a post-secondary education in public administration, business administration, payroll control, accounting, or an acceptable equivalent.
- Three years' work experience in a public office environment which involves direct service to the public. Preferably in accounting and payroll administration.
- Good office administration and accounting skills.
- Working knowledge of business and accounting methods and procedures.
- Computer literacy and ability to apply payroll, accounting and work order management systems.
- Ability to work with confidential and sensitive information and within corporate deadlines, or payroll and accounts payment purposes.
- Excellent communications, interpersonal, public relations and customer service skills.
- Ability to work independently on administration duties based on knowledge of the department, its purposes and its operations.
- A valid Class 'G' Driver's License and access to a vehicle.
- Demonstrated commitment to collaboration and co-operation with co-workers and management in the provision of excellent customer service.

Annual Salary: \$64,066 – \$72,066 (2024 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by **February 25, 2024, at 11:59 p.m.** Please quote job posting '2024-004' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.