



**RM OF WEST ST. PAUL**

**POSITION DESCRIPTION**

<b>POSITION</b> Finance Clerk	<b>DEPARTMENT:</b> Administration
<b>EFFECTIVE DATE</b> May 2026	<b>DATE REVISED:</b>
<b>SUPERVISOR:</b> Controller	<b>SALARY RANGE:</b> \$51,692.06 – 67,995.20

**SUMMARY**

Reporting to the Controller, the Finance Clerk is responsible for providing comprehensive accounting, payroll, taxation, utility billing, and customer service support to the municipality. The position performs a broad range of financial administration functions in accordance with municipal policies, legislation, and generally accepted accounting principles, ensuring accuracy, compliance, and timely financial processing across multiple financial systems.

**KEY RESPONSIBILITIES**

**General Finance & Accounting**

- Maintain cash disbursements.
- Manage full cycle accounting, including accounts payable and receivable, general ledger entries, and bank reconciliations.
- Prepare disbursements from approved documentation and reconcile vendor statements.
- Maintain historical records of invoices, payments, reports, and cheques.
- Reconcile general bank accounts to the General Ledger and prepare bank deposits.
- Process journal entries and assist with month-end and year-end financial balancing.
- Assist with preparation of audit working papers and support year-end audit processes.
- Maintain financial sub-ledgers and ensure alignment with the General Ledger.

**Payroll Administration**

- Collect, review, and process employee timesheets, overtime, and banked time.
- Maintain payroll records, payroll system entries, and related reconciliations.
- Prepare bi-weekly and monthly payroll remittances (CPP, EI, MEBP, and other required remittances).
- Respond to internal requests related to payroll information and documentation.
- Support onboarding by providing payroll-related forms and information to employees.

**Taxation & Assessment**

- Process and post property tax payments.

- Assist with preparation and issuance of tax bills.
- Prepare tax certificates and maintain tracking reports.
- Maintain tax, business tax, assessment, and tax title property sub-ledgers.
- Administer TIPPS program and related collections.
- Support tax sale processes, Board of Revision activities, and tax cancellation by-laws.
- Coordinate collection of arrears and prepare year-end tax statements.

### **Utility Billing**

- Maintain and update the utility database, including water consumption data.
- Prepare and issue quarterly and final water and wastewater bills.
- Administer the Preauthorized Utility Payment Program (PUPPs), including setup, reconciliation, and follow-up of NSF accounts.
- Reconcile external utility billings (e.g., City of Winnipeg, Regional Water Co-op).
- Prepare quarterly and annual utility consumption and connection reports.
- Set up new utility accounts and process account ownership changes.
- Respond to resident inquiries related to utility billing, payments, and account changes.

### **Customer Service & Administrative Support**

- Respond to public inquiries related to taxes, utilities, payments, payroll, and municipal financial services.
- Provide accurate information while maintaining confidentiality and professionalism.
- Support special finance projects and perform cross-functional backup as required.
- Assist other positions and perform other related duties as assigned.

### **QUALIFICATIONS**

- Diploma, certificate, or degree in Accounting, Business Administration, or a related field, or an equivalent combination of education and relevant municipal financial experience.
- Minimum two (2)–three (3) years' experience in accounting, payroll, taxation, billing, or financial administration.
- Municipal accounting experience and familiarity with MuniSoft is an asset.
- Completion of, or enrollment in, the Manitoba Municipal Administration Certificate (or equivalent) is an asset.
- Strong knowledge of accounting and bookkeeping principles.
- High proficiency in Microsoft Office, particularly Excel.
- Demonstrated ability to manage confidential and sensitive information.
- Excellent customer service, communication, and interpersonal skills.
- Strong attention to detail, accuracy, organization, and time management.
- Ability to work independently, prioritize workload, and meet deadlines in a dynamic environment.
- Must be bondable and able to obtain a satisfactory Criminal Record Check.
- Commitment to continuous learning.

**WORKING CONDITIONS:**

- Primarily office-based with extensive computer use.
- Frequent interruptions and multiple competing deadlines.
- Full-time position (40 hours per week) with flexibility required during peak periods (e.g., year-end, tax billing).
- Moderate stress levels associated with time-sensitive financial processing.

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Incumbent

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CFO

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Date