

POSITION DESCRIPTION

POSITION TITLE

Accounts Payable & Payroll Administrator

ACCOUNTABLE TO

Finance Officer

PRIMARY OBJECTIVE OF POSITION

The Accounts Payable & Payroll Administrator plays an important role as part of the Rural Municipality of Rosser's finance team. This position is responsible for the payment of about 2,000 cheques each year, while ensuring compliance with Municipality internal control policies and procedures, and provincial and federal regulations. This position also administers the preparation of regular reports for Council and the Chief Administration and Financial Officers. Other duties include administering the Municipality's insurance program (ensuring policy coverage, renewal, and claims administration), gravel program (inventory purchase, utilization, level tracking and reporting), and management of Multi-Material Stewardship Manitoba program recycling reporting.

In addition to accounts payable and other duties, the Administrator will complete payroll preparation and reporting for full-time employees (bi-weekly), Council members (monthly), and volunteer Municipality Fire Department members (semi-annually). In addition, the Administrator will complete monthly and annual reporting to the Manitoba Employee Benefit Program (pension and long-term disability), Blue Cross, Workers' Compensation Benefits, and Canada Receiver General. This position will also be the primary contact for all employees interacting with these agencies.

MAJOR AREAS OF PERFORMANCE

- Process invoices using Muniware Accounts Payable module and make Accounts Payable payments according to the requirements of internal Municipality control policies and practices.
- Prepare Accounts Payable reports for Chief Financial Officer review and Council approval.
- Assist the Chief Financial Officer and Municipality's external auditor with the preparation of Accounts Payable and Payroll documents required for the annual financial audit.
- Ensure that payments to suppliers are made in a timely manner so that late penalties are avoided.
- Administer Municipality insurance program, ensuring the maintenance of adequate insurance coverage for all fleet vehicles, buildings, infrastructure, and coverage allocation to recreation and associated organizations, as well as claims administration and reporting.
- Complete annual Multi-Material Stewardship Manitoba and Waste Reduction & Recycling Support waste and recycling reporting.
- Complete annual gravel program verification and reporting.
- Prepare bi-weekly payroll, including the collection and input of timesheet payroll data into the Muniware system, processing payments through direct deposit banking system, and preparing payroll reports for Chief Financial Officer review.
- Complete and submit semi-monthly reporting and payment for Receiver General (payroll deduction accounts).
- Prepare monthly Council payroll, including indemnity and expense reimbursement along with associated reporting.
- Prepare semi-annual Fire Department payroll and expense reimbursement for volunteer fire department members.
- Prepare annual T4s and employee Records Of Employment, as required.

- Provide assistance to all employees with enrollment, reporting, and enquiries related to the Manitoba Employees Benefit Program, Blue Cross, and Workers Compensation Board.
- Assist municipal office employees with customer service, as required.
- Other clerical duties as assigned.

REQUIREMENTS

- Applicants should have completed a recognized post-secondary accounting/bookkeeping program, or equivalent combination of education and experience.
- National Payroll Association - Payroll Compliance Professional designation considered an asset.
- Minimum of two (2) years of direct experience in Accounts Payable and/or Payroll.
- Proven experience using integrated information systems for processing accounting transactions.
- Intermediate level ability to utilize Microsoft Excel and Word, and other productivity software.
- Excellent communication skills, including the ability to effectively communicate verbally and in writing with a variety of employees, stakeholders, and members of the public.
- Proven ability to work closely with others.
- Proven organizational skills expertise, including the ability to prioritize and work on concurrent assignments to meet deadlines in a fast-paced environment.
- Ability to act with initiative, discretion, and self-motivation; able to perform with little supervision.
- Class 5 driver's license.
- Basic First Aid and Cardiopulmonary Resuscitation (CPR) Certification (or willingness to obtain).
- Ability to work flexible hours, including weekends and evenings when required in a 37.5 hour work week. Must be able to work overtime as required.
- Must be legally entitled to work in Canada.

37.5 hours/week 1,950 hours per year

(entire wage scale increases by Council approved cost of living annually)