



Finance Clerk

Description

Position Summary

Reporting to the Chief Finance Officer (CFO), the Finance Clerk supports the financial operations of the Rural Municipality of Stanley, including taxation, payroll, statutory filings, month-end and year-end processes, and general accounting functions. This position ensures the accurate processing of financial transactions, compliance with municipal by-laws and applicable federal and provincial regulations, and the delivery of professional front-line customer service.

Duties

Key Responsibilities

Payroll Administration & Statutory Remittances

- Process payroll for councillors and municipal staff, including full-time, part-time, and seasonal employees.
- Prepare and remit payroll-related deductions (e.g., CPP, EI, income tax, pension contributions) in compliance with statutory requirements.
- Administer employee benefits, including pension contributions and remittances, and leave tracking.
- Assist in employee benefits enrollment and updates for seasonal employees, including processing changes related to layoffs and reinstatements.
- Assist in preparation of year-end payroll reporting, including T4 slips and T4 summaries.

Closing Date

August 22, 2026

Categories

Business, Finance and Administration

Employer

RM of Stanley

Location

Rural

Address

1-23111 PTH 14
Stanley, R6P 0B1

Job Type

Full-time

Education Level

Other

Email

rtuyco@rmofstanley.ca

- Maintain payroll records and ensure accurate calculation of wages, overtime, and deductions.
- Respond to payroll inquiries while maintaining strict confidentiality.
- Perform other payroll-related duties and responsibilities as assigned.

Phone

(204) 325-4101

Taxation Administration

- Assist with the processing of Taxpayer's Homeowners Affordability Tax Credit (HATC) application.
- Assist with the processing annual property taxes, including post-supplementary taxes and related adjustments.

Statutory & Government Filings

- Prepare and file GST and HET returns in accordance with federal requirements.
- Prepare and file monthly and annual recycling reports.

Accounts Receivable

- Record online payments for taxes, utilities, and other municipal revenues.
- Assist in the processing of invoices related to employee benefits and other receivables.
- Prepare and process deposit slips for cash and cheque receipts.

Financial Reporting & Reconciliations

- Perform bank and general ledger reconciliations.
- Assist with monthly and year-end closing processes.
- Assist with audit requests and provide required documentation.
- Assist with the inventory reconciliation for municipal projects.
- Perform other related duties and responsibilities as assigned.

Administrative & Customer Service

- Provide front-line service at the municipal office (in-person, phone, email).
- Maintain organized and secure financial records and filing systems.
- Ensure confidentiality and accuracy of financial information.

Qualification

Qualifications

Education & Experience

- Diploma or certificate in Accounting, Business Administration, or a related field.
- Minimum 1–3 years of relevant experience.

Skills & Knowledge

- Knowledge of payroll processing and statutory filings (GST/HST, HE Levy).
- Experience with municipal software (e.g., MMO, Muniware) is a strong asset.
- Familiarity with PSAB standards is an asset.
- Proficiency in Microsoft Office (especially Excel).
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Strong communication and customer service skills.
- Ability to handle confidential information with discretion.

Working Conditions

- Office-based environment at the RM of Stanley Administration Office.
- Regular business hours with peak periods during tax billing season, utility billing cycles, payroll periods, and year-end reporting and audit.

Key Competencies

- Attention to detail and accuracy.
- Accountability and reliability.
- Customer service orientation.
- Teamwork and collaboration.
- Time management and adaptability.