



La Corporation de la Municipalité de / The Corporation of the Municipality of

ST. CHARLES

C.P. / Box 70, 2 King Street East St.-Charles ON P0M 2W0
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The Municipality of St.-Charles Accounting Clerk Intern Position

'Where quality family lifestyle abounds amongst nature's finest assets'

The Municipality of St.-Charles is currently looking to fill the position of Accounting Clerk Intern. Located 45 minutes east of the City of Greater Sudbury, St.-Charles boasts the natural beauty of the West Arm of Lake Nipissing, Lake Nepewassi and an abundance of farmland. The municipality has a bilingual population of 1,282, family spirit, and numerous community services ideal for raising a young family.

The Accounting Clerk Intern will be the bookkeeper of the Municipality's accounting activities to ensure accounting data is entered in accordance with statutory and regulatory requirements. The Accounting Clerk will also perform a full range of finance related duties and provide back-up assistance to other staff as required.

The ideal candidate will have several years of knowledge/experience in municipal government administration, an aptitude for managing multiple priorities and the ability to communicate with competing audiences. The Accounting Clerk must be technically savvy to manage the voluminous number of transactions that are required. A College Diploma with a municipal discipline as well as good oral and written communication skills in both official languages would be an asset.

For responsibilities, qualifications and Working conditions please refer to the full job description attached. If you are looking for a position that offers a wide variety of duties and you get to work with management on a daily basis, this Accounting Clerk position is for you!

Job Type: Union - Full-time 2 year contract with potential to be permanent Hours: 35+ per week
Compensation Package: \$20.31 per hour with a comprehensive retirement and benefit package.
The position is hourly where bank time/overtime is accumulated or paid out at time and a half.

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position by November 3rd, 2017 to the attention of:

Julie Bouthillette, CPA, CGA - Chief Administrative Officer

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The Corporation of the Municipality of St. Charles

Effective Date July 31, 2017

Revision Date:

Job Description – Accounting Clerk

1. Reports to: Treasurer

2. Scope of Position: The Accounting Clerk is responsible for the preparation, processing and payment of all payroll and related accounts such as benefits. Prepares monthly remittances such as payroll deductions including the federal government, Omers, Union Dues, HST reports) Does the record keeping for the library. Completes financial and taxation related projects and assists with the provision of financial services and the fulfillment of statutory duties. This position is within the Union (LIUNA)

3. Principle Responsibilities:

- a) Library Record Keeping
- b) Prepares employee packages, administers employee benefits
- c) Ensure the timely processing of bi-weekly payroll, quarterly SCFD payroll and Council monthly payroll which includes review of input for completeness, accuracy and transmission to banking institutions.
- d) Ensures compliance with collective agreement
- e) Prepares government and other remittances
- f) Maintains records and safe keeping of personnel payroll records and benefits.
- g) Bank reconciliations and overseeing banking activities, tracing payment errors, responding to account inquiries and monitors bank deposits.
- h) Assists with the coordination of tax billings, balancing the assessment roll and issuing monthly tax arrears letters
- i) Acts as a lottery licensing officer processing applications, issuing various licenses and submitting reports as required under the act.
- j) Other Duties as assigned

4. Qualifications:

- a) Successful completion of a Community College Program in accounting
- b) Completion of the Municipal Administration Program of the Association of Municipal Clerks and Treasurers of Ontario is desirable.
- a) Proven organizational abilities.
- b) Demonstrated interpersonal skills in dealing with the public, staff, Councillors and external groups and agencies.
- c) Ability to use spreadsheet and word processing applications.
- d) Bilingual (French and English) is an asset.

5. Working Conditions:

- a) Works in general office conditions and is subject to constant interruption.
- b) Normal work week is 35 hours

6. Supervision: NONE

