



THE TOWN OF SWAN RIVER

PHONE (204) 734-4586 FAX (204) 734-5166
BOX 879 SWAN RIVER, MANITOBA R0L 1Z0

Town of Swan River – Job Openings – Municipal Office Clerk

Serve Your Community, Grow Your Career. Join our vibrant municipal team as a Municipal Office Clerk and contribute to making a positive difference in the lives of our residents. As a key member of our team, you'll thrive in a fast-paced, dynamic environment that values teamwork, community engagement, and exceptional public service.

The qualifications of this position include but are not limited to:

- Successful completion of Grade XII or an equivalent.
- Preferred - Two years of experience in an Administrative or Clerical Setting.
- Preferred - Certification or Diploma in **Payroll** or **Business Administration**.
- **Certificate in Manitoba Municipal Administration (CMMA)** is considered an asset.

Skills:

- Organized and detail orientated.
- Ability to communicate clearly, concisely, and respectfully in both verbally and in writing.
- Ability to provide exceptional customer service in a fast-paced environment, addressing diverse needs and concerns.
- Proficiency in Microsoft Office and the ability to work with various types of accounting software, and databases.
- Ability to manage change and work effectively together with a group of individuals in an office environment.

Typical duties include:

- Preparation of **Payroll** for all departments.
- **Accounts Payable:** processing and reconciling invoices and payments.
- Administration of the **Utility Service**.
- Assisting with **Property Taxes**, including maintaining tax rolls and preparation of tax certificates.
- Preparation and review of letters, memos and other office related correspondence.
- A complete job description is available upon request.

What we offer:

- Opportunities for growth and development.
- Hours: 35 hour work week; 8:30 to 4:30 (M-F).
- Wages: Starting: \$19.79; after 2 years: \$25.94
- Competitive benefits package.

Applications must be received at the municipal office. **Position is open until filled.**

Any questions can be directed to Executive Assistant Uriah Waldner at:

Town of Swan River
439 Main St. - Box 879
Swan River, MB, R0L1Z0
(ph: 204-734-4586 ext. 207) Email: uwaldner@townsr.ca

Only those applicants receiving an interview will be contacted.