

The Corporation of the Town of Blind River Requires Permanent / Full-time Accounts Payable / Payroll Clerk

Blind River is a vibrant and prosperous town that has established itself as a year-round destination and ideal community in which to live and do business. With our friendly atmosphere and year-round recreation possibilities, Blind River will provide you with the opportunity to experience and live in a community all the charms of a 'small town'.

Blind River is seeking an energetic, and highly motivated individual to join our team.

The Town of Blind River is seeking a Permanent / Full-time Payable / Payroll Clerk. This position provides administrative and financial support within the Treasury Department, with a focus on accounts payable, payroll processing, customer service, and financial administration.

Position Details

Position: Accounts Payable / Payroll Clerk
Department: Finance
Term: Permanent
Hours: 37.5 hours per week
Reporting To: Treasurer/Director of Finance
Salary: \$35.22 per hour

Key Responsibilities

The successful candidate will be responsible for a variety of financial and administrative duties, including:

- Processing accounts payable and vendor payments
- Reviewing, coding, and posting invoices
- Processing bi-weekly payroll and maintaining employee payroll records
- Preparing payroll remittances, reports, T4s, ROEs, and related documentation
- Responsible for water and sewer billing
- Responding to customer inquiries by phone, email, and at the front counter
- Processing customer payments and maintaining accurate financial records
- Assisting with reconciliations, journal entries, budgeting, and financial reporting
- Providing administrative support to the Treasury Department and other duties as assigned.

Qualifications

The ideal candidate will possess:

- Post-secondary education in accounting, bookkeeping, business administration, or a related field, or an equivalent combination of education and experience
- Experience with accounts payable, payroll processing, bank reconciliations, and financial record keeping
- Strong computer skills, including Microsoft Office applications
- Experience with municipal financial software (iCity/Vadim considered an asset)
- Knowledge of payroll legislation, deductions, remittances, OMERS, and related reporting requirements
- Excellent organizational, analytical, and time-management skills
- Strong customer service and communication abilities
- Ability to maintain confidentiality and handle sensitive information
- Understanding of municipal operations considered an asset
- Bilingualism (English/French) considered an asset.

Why Join Us?

The Town of Blind River offers a collaborative and professional work environment where employees play an important role in delivering services to the community.

How to Apply

Qualified candidates are invited to submit a cover letter and resume outlining their qualifications and experience.

Applications will be accepted until June 26 at 12:00 p.m.

Town of Blind River
11 Hudson Street
Blind River, ON P0R 1B0
Email: info@blindriver.ca

The Town of Blind River is an equal opportunity employer. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for candidate selection purposes.