



FINANCE & ADMINISTRATION

EMPLOYMENT OPPORTUNITY - External

Accounts Payable/Payroll Clerk

The Town of Hay River is accepting applications for the position of Accounts Payable/Payroll Clerk on a permanent, full-time basis.

The position of Accounts Payable/Payroll Clerk reports to the Supervisor of Finance & Administration, and is responsible for providing financial, administrative, and clerical services. This includes processing and monitoring payments and expenditures, conducting financial reconciliations and preparing and monitoring the payroll system.

Duties Include but not limited to:

- Performing the day to day processing of financial transactions for accounts payable, payroll and bookkeeping duties within specific time frames.
- Maintaining vendor and forms database.
- Assisting the Supervisor of Finance and Administration by maintaining the general ledger chart of accounts.
- Preparing monthly reports and reconciliations of accounts payable subledgers to the general ledger and accrual and clearing accounts
- Assist the Supervisor of Finance and Administration with preparation and distribution of monthly variance reports for the departments.
- Assist the Supervisor of Finance and Administration with preparation of the annual budget.
- Prepare, process and reconcile biweekly payroll for the employees along with monthly remuneration for the firefighters and Council.
- Prepare, reconcile, and monitor employee salary increments, payroll changes & vacation increase to be forwarded to the department heads for approval.
- Oversee the annual payroll processes including preparation of T4's and balancing banked time accruals.

Desired Qualifications:

Grade 12 with basic accounting courses and 2 years directly related financial and administrative experience or equivalencies.

Compensation:

The Town of Hay River offers a comprehensive salary and benefits package. Salary range will be from Step 1: \$34.66 through Step 7: \$45.75

Successful applicants will require Criminal Records Check

Applicants must include a detailed resume and cover letter, which can be submitted in person or through email.

Attention:
Town of Hay River
100 – 62 Woodland Drive
Hay River, NT X0E1G1
Fax: 867-874-3237

[email: hrmanager@hayriver.com](mailto:hrmanager@hayriver.com)

The posting is open until filled