

SENIOR FINANCE CLERK

The Town of Morinville, poised on the doorstep of the City of St. Albert and the City of Edmonton offers an excellent quality of life with convenient access to urban amenities while retaining the characteristics of a vibrant and flourishing rural community. With a population exceeding 9,800 and budget in excess of \$18 million, Morinville is a growing community developed on a foundation of a rich heritage and culture.

The Town of Morinville is currently seeking a full time **Senior Finance Clerk** to join the Financial Services Team. Reporting to the Finance Manager, the Senior Finance Clerk will support the day to day and year end accounting responsibilities within the Financial Services department which includes monthly financial reporting, analysis and account reconciliation; in accordance with established internal policies and legislative requirements (MGA, GAAP, PSAB). This position will also work closely with the Finance Clerk and HR Coordinator to administer and oversee payroll services on behalf of the Town and will be cross trained to perform Accounts Payable and Receivable functions as required.

Primary responsibilities include:

- General Accounting including monthly financial reporting, analysis, account reconciliation's and journal entries.
- Support Tangible Capital Asset accounting and annual external year end audit.
- Provide financial services support to department staff and Directors, including assisting with budget development.
- Oversee Payroll Services including inputting new employees, rates, processing T4's, ROE's, WCB year end reporting, and overall reporting and reconciliation.
- Work collaboratively with other staff on various special financial/payroll related projects as required.

Requirements:

- The ideal candidate will have a minimum of 5 years of experience with full cycle accounting and payroll administration and have completed a 2 year accounting diploma. Preference will be given to those candidates who are pursuing a professional accounting designation and/or have completed payroll related courses through Canadian Payroll Association. Equivalent combinations of experience and education may be recognized.
- Strong knowledge of GAAP and preferably the Municipal Government Act.
- Proficient in Microsoft Office (Excel, Word, Outlook), experience with Great Plains (Diamond Municipal Solutions) and Avanti considered an asset.
- Demonstrated ability to manage multiple priorities and meet deadlines while working with a considerable independence and resourcefulness in establishing business objectives.
- Excellent analytical abilities with a high degree of attention to detail along with high level of internal and external customer service.
- Experience implementing software efficiencies and project management considered an asset.

Compensation: Salary Range of \$59,041 — \$74,402 annually. We offer a comprehensive benefits package including Pension, Professional Development opportunities along with a supportive work environment.

Application Deadline: 12:00 pm, February 29, 2016.

Please submit resumes by the above noted deadline; however, resumes will be accepted until the position has been filled.

Please submit applications quoting "Senior Finance Clerk" to:

Human Resources, Town of Morinville
10125-100 Avenue, Morinville, AB T8R 1L6
Email: hr@morinville.ca | Fax: 780-939-5633 | Web: www.morinville.ca

The Town of Morinville thanks all applicants for their interest; however, only those selected for an interview will be contacted.

