

September 28<sup>th</sup>, 2017



**INTERNAL/EXTERNAL POSTING**  
**FINANCE – CUPE - PERMANENT FULL-TIME**  
**PAYROLL & ACCOUNTING CLERK (REVISED)**

The City of North Battleford is seeking a Payroll and Accounting Clerk. This position reports to the Finance Supervisor and requires the successful applicant to oversee a wide variety of general accounting/finance support tasks.

**Duties and Responsibilities include:**

- Collect and input all CUPE & CSO timesheets for city employees into Payroll Software.
- Enter sick days, vacation days, lieu days and other time off requests into payroll software.
- Ensures Bi-Weekly time sheets is completed and entered for CUPE & CSO employees.
- Ensures CUPE & CSO wage changes and for new hires are entered & maintained.
- Completes and prepares payroll reports.
- Covers Utility Clerk and Cashier/Accounts Receivable duties when necessary
- Other duties as assigned

**Qualifications:**

- Grade 12 supplemented by a payroll certificate or knowledge/experience as deemed acceptable by the City
- Computer knowledge in Microsoft Word & Excel
- Exceptional organizational and customer service skills
- Ability to work independently and unsupervised
- Strong written/verbal communication skills
- Ability to maintain effective, co-operative relations with staff and the general public

**Salary:** As per CUPE Agreement - \$20.26/hr

**Commencement:** As soon as possible

Detailed resume or completed City employment application form, including references, to be submitted to: Department of Human Resources, City Hall, no later than 4:30 PM, Friday, October 13<sup>th</sup>, 2017. Fax: (306)445-0411, Email: [hr@cityofnb.ca](mailto:hr@cityofnb.ca)

The City wishes to thank all applicants, however, only those selected for an interview will be contacted.