

TOWN OF KENSINGTON

MUNICIPAL CLERK/ ACCOUNTING CLERK

The Town of Kensington is seeking a highly organized and detail-oriented Municipal Clerk/ Accounting Clerk to join our team.

Reporting to the Chief Administrative Officer, this position plays a key role in supporting Council and committee operations, legislative services, and records management. In addition, the position will provide support to the Manager of Finance through being responsible for the functions of payroll and accounts payable.

Primary responsibilities include:

Meeting Related Responsibilities:

- Attendance at Council & Committee meetings to provide recording function
- Responsible for maintaining copies of minutes of all regular and special Council sessions, public hearings and Committee meetings
- Maintain Conflict of Interest and Attendance registers of Councilors at each meeting of Council
- Ensure correspondence is mailed or delivered to council members on a regular basis

Record Keeping Responsibilities:

- Maintain the By-law Book and Policy Manual of the Municipality
- Preserve and file documents, books and other records of the Municipality
- Assist in researching and maintaining current and non-current files for the Municipality pursuant to Municipal policy and practice including retention and destruction schedules

Accounting Support Responsibilities:

- Processing bi-weekly payroll and all associated working papers and reconciliations
- Accounts Payable from coding and entering invoice through to processing payments

Other Responsibilities:

- Provide general information and assistance to the public in relation to the Executive Office
- Ensure sufficient educational material relating to the Municipality is available to the general public
- Administer Municipality's general community advertising with local newspapers and radio stations
- Provide assistance to Municipal Returning Officer as directed by CAO
- Provide support to Town Hall front counter when required
- Perform all other duties as assigned by the CAO

Qualifications:

- Minimum education - Business Administration or Public Administration degree or diploma
- Minimum experience- five (5) years in a Municipal government administrative role
- Minimum experience - five (5) years working with payroll and accounts payable,
- Sound knowledge of Municipal Government Act
- Strong problem solving and decision-making skills.
- Strong written and oral communication skills.
- Strong research skills.
- Ability to use broad range of computer applications.

Hours of Work:

- 8:30-4:30
- Town Council & Committee Meetings

Benefits:

- Competitive salary
- Group insurance
- RRSP matching
- 35-hour work week

Salary range:

\$26.50/hr-\$28.50/hr

Deadline for submission:

May 8,2025

Please submit cover letter and resume to:

Brian Baker, CAO
cao@kensington.ca