



# Finance Clerk

Endless Variety

Infinite Opportunity

The RM of Wilton is seeking a detail-oriented and reliable Municipal Finance Clerk to support day-to-day financial operations. Reporting to the Chief Administrative Officer, this position is responsible for accounts payable and receivable, tax billing and collection, cash receipting, payroll support, and maintaining accurate financial records in accordance with municipal policies, Saskatchewan legislation, and accepted accounting practices. The ideal candidate will have strong organizational skills, a high level of accuracy, proficiency with municipal accounting software, and the demonstrated ability to manage multiple priorities, consistently meet deadlines, and adapt to the busy and varied demands of daily municipal operations. The role also requires the ability to provide courteous service to residents, council, and staff while working in a confidential environment.

## Highlights:

- ✓ This opportunity is a Career Ladder position
- ✓ Above average wages – match YOUR skills and experience to a Stepped salary grid
- ✓ 8:00 a.m. – 4:00 p.m. (paid 8 hours) with attendance recognition
- ✓ Excellent Co-Share Benefits, Relocation/Signing package, defined MATCHED Benefit Pension Plan, Health & Wellness programs
- ✓ Organization that values its staff with transparent communication, employee recognition and opportunity

## We need someone to:

- **Financial Reporting:** Prepare and reconcile monthly, quarterly, and annual financial statements.
- **Audit Support:** Develop working papers, schedules, and documentation for the annual audit; liaise with external auditors.
- **General Accounting:** Maintain general ledger accounts including A/P and AR, receipting, reconciliations, journal entries, and adjusting entries to ensure accuracy. Prepare and submit GST/PST and other related Receiver General/CRA payments.
- **Municipal Accounting:** prepare and maintain assessment and tax rolls including tax enforcement as per legislation.
- **Bank & Credit Card Reconciliations:** Monitor and reconcile corporate credit card transactions and bank accounts to ensure compliance and proper documentation.
- **Asset Accounting:** Assist with asset management, tangible capital asset tracking and related financial reporting.
- **Compliance & Controls:** Ensure adherence to internal controls, municipal bylaws, and provincial regulations.
- **Process Improvements:** Support financial system integrity and contribute to efficiency enhancements.
- **Administrative Support:** provide front counter and telephone reception and respond to public inquires and complaints while providing backup support for other team members as needed and participate in cross-training initiatives.

## You should have:

- Post-secondary Diploma/Degree in Accounting, Finance, Business Administration, or related field.
- Minimum 4 years of accounting experience, ideally in municipal or public sector environments.
- Experience with municipal software systems (e.g., Munisoft, SETS), online payment platforms (Square, Stripe, CAFT) and proficiency in MS Office.
- Ability to manage multiple priorities, consistently meet deadlines, and adapt to the busy and varied demands of daily operations.
- Strong communication, analytical, organizational, and problem solving skills.
- Ability to handle confidential information with discretion and work both independently and collaboratively.
- Ability to quickly learn new software and processes.

Please submit application including Cover Letter indicating Salary expectations

Attention: Krista Bondy

Email: [hrit@rmwilton.ca](mailto:hrit@rmwilton.ca)

*We thank all interested candidates for applying; however only those selected for an interview will be contacted*