



## **FULL TIME TEMPORARY JOB OPPORTUNITY – ACCOUNTING OFFICER**

The Rural Municipality of Alexander is seeking an experienced, qualified, self-motivated, enterprising and results-oriented Accounting Officer to join our team. The Accounting Officer reports to the Assistant Chief Administrative Officer and is responsible for multiple functions relating to general accounting work and various municipal accounting operations. Key job responsibilities include payroll and administration of employee benefits for the municipality, accounts payable and the utility accounts system, as well as some accounts receivable and general accounting duties.

This is a full-time temporary union position (COPE 397) and requires 37.5 hours per week. The Rural Municipality of Alexander offers a competitive package of benefits.

### **Key Job Responsibilities:**

- All aspects of Payroll and Employee Benefits for all municipal departments including biweekly payroll, personnel file maintenance, year-end reports and T4s, hiring/termination paperwork
- Accounts Payable System involving invoice file maintenance, cheque preparation, file maintenance and journal entries for Visa and other payment types
- Utility Accounts System including billing, overdue collections, utility account/meter system maintenance
- Other general accounting duties including accounts receivables, weekly deposits and month-end procedures

### **Key Job Requirements:**

- Grade 12 education or equivalent
- CMMA certificate or willing to obtain
- Minimum three (3) years of office experience
- Must have payroll and accounting skills
- Experience with Microsoft Word and Excel a must; experience with Muniware an asset
- Attention to detail and proven organizational skills including the ability to work self-directed
- Excellent communication skills – French language ability would be considered an asset

Please forward resume with cover letter marked “**Accounting Officer Position**” by 12:00 pm local time on Friday, July 18<sup>th</sup>, 2025 to:

Rural Municipality of Alexander, c/o Michele Stefaniuk, Assistant CAO  
Box 100, St. Georges, Manitoba, R0E 1V0  
Or e-mail [assistantcao@rmalexander.com](mailto:assistantcao@rmalexander.com)

Only those selected for an interview will be contacted