Town of Mulgrave
459 Murray St, PO Box 129
Mulgrave NS, B0E 2G0

POSITION: ***Administrative Assistant***

TERM: Temporary Full-Time Employee

HOURS OF WORK: 32 Hours per week, 4-day week

REPORTING TO: Chief Administrative Officer (CAO)

SALARY: The Salary for this position will be **$50,000 to $55,000** per annum, depending upon experience and qualifications.

POSITION SUMMARY:
Reporting to the CAO, the Administrative Assistant is responsible for the efficient and effective delivery of services provided to the public by the Town of Mulgrave. General responsibilities for this position include performing payroll functions, providing administrative support to the CAO, grant writing functions, and in the absence of the Finance Administration Clerk, assuming their duties. The position will also play an integral role in administering the Town's water billings and water records maintenance.

SPECIFIC DUTIES:
The following is a general outline of the duties and responsibilities of the Administrative Assistant:

Administrative Responsibilities:

- Respond to inquiries in a courteous manner, and provide high quality customer service; answer and/or redirect incoming calls and/or record messages;
- Provide general information and direction to the public and outside agencies, as required; receive incoming complaints and redirect accordingly;
- Service customers at the main counter, to include cash receipts for water, taxes and various receivables; mail receipts as requested;
- Process water, tax and miscellaneous payments via mail, email (telepay) and facsimile (telepay);
- Perform accounts payable functions;
- Perform bank deposits;
- Monitor and order office supplies, as required;
- Provide secretarial and administrative support to the CAO;

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- Perform grant writing functions;
- Peruse incoming mail and distribute and reply to all correspondence as appropriate;
- In conjunction with the CAO, assist in the institution of policies and maintenance of a policy and procedure manual;
- In accordance with the Town's Records Management Policy, review old files and records to determine those that are to be destroyed and those to be retained;
- Prepare late payment notices to taxation and water account customers.

Payroll Responsibilities:

- Enters data from timesheets into computerized payroll system;
- Inputs new hires and other employee changes;
- Calculates retroactive payments and/or wage increases;
- Processes court ordered requests for garnishment;
- Maintains accurate records of employee holidays, earned time off, vacation, sick days, and all types of leave for correct payout, accrual, and reporting;
- Checks and corrects errors from payroll run;
- Processes and distributes Record of Employment forms;
- Implements payroll changes as a result of new/modified collective agreements;
- Provides payroll benefits and budget information to various departments;
- Prepares yearly T4 slips, reconciles and distributes accordingly;
- Creates, maintains and organizes employee benefit files;
- Responds to all payroll related inquiries from management and employees;
- Investigates potential discrepancies and takes corrective action;
- Administers and maintains employee group health benefits;
- Updates payroll records in the payroll data system on a regular basis, including deductions, taxes and withholdings;
- Prepares employee payroll for processing along with Councillor/Mayor honorariums.

Water Responsibilities:

- Process Water Billings;
- Maintain accurate water status of new and existing customers;
- Process collections for outstanding/overdue accounts for water;
- Provide water information as needed;
- Preparing adjusting journal entries relating to monthly water adjustments;

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- Prepare and distribute fixed water billings and metered water billings on a quarterly basis;
- Prepare and distribute water billings for new accounts and/or closed accounts.

Other:

- Participate in departmental and Town organized training and development activities as required;
- Maintain close working relationship with members within the department to ensure continual exchange of information with on-going activities;
- Coordinate and manage rental bookings within the facility, including catering requests when required.
- Set up remote meeting access for Council Meetings through Zoom or similar platform and control meeting invites, recordings, etc.
- Maintain and update the Town website;
- Prepare and mail quarterly Town Newsletter;
- Attend Council Meetings and record meeting minutes two evenings a month or as required by the CAO;
- Distribute Council Meeting Minutes to Council Members and ensure they are approved at the meetings;
- The employee must recognize that they are a public servant and must use utmost respect at all times when dealing with other staff, the general public and Council;
- Other duties as assigned by the CAO within the scope of the position.

POSITION REQUIREMENTS:

Education:

- Diploma and/or Post-secondary education in a Business Administrative field is required.
- Alternatively, strong experience in a similar position may substitute for some of the formal educational requirements.

Experience:

- Minimum of 3 years work-related experience;
- Experience working in municipal government, an asset;
- Experience in preparing grant applications, an asset.

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Knowledge:

1. Basic knowledge of payroll functions;
2. Good knowledge of general office procedures;
3. Basic knowledge of generally accepted accounting principles;
4. Excellent working knowledge of computers ;
5. Good knowledge of commonly used computer programs such as Microsoft Excel, Microsoft Word, Microsoft Outlook, Diamond, etc.
6. General knowledge of the Municipal Government Act and Town of Mulgrave by-laws and policies.

Abilities:

1. To communicate effectively orally and in writing;
2. To use computer software effectively;
3. To work effectively with councillors, staff and others;
4. To meet deadlines;
5. To work under pressure.

To apply for this position, please forward your covering letter and resume to:

ATTN: Chief Administrative Officer
admin@townofmulgrave.ca

Deadline for Applications: **December 4, 2026 at 4:00 pm**

While the Town of Mulgrave appreciates the interest of all applicants, only those selected for interview will be contacted.