Rural Municipality of Lac du Bonnet

Job Title:	Administrative Clerk	**Job Category:**	Administration
Department/Group:	Municipal Office	**Date of last revision:**	November 2026
Location:	RM of Lac du Bonnet	**Travel Required:**	Yes – mail, bank deposits, meal pick-ups
Level/Salary Range:	Administrative Clerk as per Collective Agreement	**Position Type:**	Full time – 37.5 hours weekly
Reports To:	Assistant CAO through the Finance Officer	**Date Posted**	
Education:	High School Diploma or equivalent GED, required.	**Posting Expires:**	
Experience:	Minimum 1 years' experience working in an office & customer service experience, preferably municipal office, preferred.		
Internal & External Posting	RM Offices Bulletin Board, www.rmoflacdubonnet.com, and local newspaper.		

JOB DESCRIPTON

COMPANY DESCRIPTION

The RM of Lac du Bonnet is well known as the "Four Seasons Playground" due to its proximity to the Winnipeg and Lee River and the endless possibilities for recreation adventures. The Rural Municipality of Lac du Bonnet is home to approximately 3,500 permanent residents who take great pride in their community. In the summer, the population grows to around 8,000 as seasonal residents and campers take up residence to relax and enjoy.

The Municipal office is located just outside of the Town of Lac du Bonnet on Provincial Road 317. The office is just over a one-hour scenic drive from Winnipeg, 45 minutes from Selkirk and 30 minutes from Beausejour.

The RM of Lac du Bonnet's value statements is **PEOPLE.**
P – Pride and passion of community
E – Ethics, respect and integrity
O – Open, accountable governance and communications
P – Productive and professional environment
L – Leadership, teamwork and collaboration
E – Environmental sustainability

The RM of Lac du Bonnet offers a comprehensive compensation and benefits package and is committed to the training and education of their employees.

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POSITION SUMMARY

This position provides high level customer service for both in-person front counter and phone/email customer service inquiries and requests. As a key member of the administrative team this position is primarily responsible for processing payments, general office duties and providing back-up to the accounts receivables and payables clerk.

DUTIES AND RESPONSIBILITIES

- Responds to in-person and telephone customer service inquiries regarding municipal issues, property and tax roll inquiries ***primary person***
- Prepare Tax Certificates
- Processing all payments through cash receipt, e-transfers, telepays, and cheques.
- Management of the RM of Lac du Bonnet emails: directing emails to the appropriate departments and responding to general inquiries.
- Mail management including opening, date stamping and distributing to appropriate departments.
- Forward all incoming invoices to AR/AP Administrator for payment.
- Manage and distribute all incoming faxes and telepayments.
- Preparation of Bank Deposits.
- Maintain and manage Lottery Licensing
- Manages ratepayer address changes, mortgage changes, Land Title changes and additions.
- Prepare administration advertisements and/public notices in the local paper by deadlines.
- Maintain letter log for all incoming and outgoing mail correspondence.
- Review and manage all annual community Grant Applications including a summary of in-kind and financial contributions, notification letters.
- Review and manage all bursary applications and awards.
- Responsible for council meeting meal ordering and pick-ups, coffee and refreshments.
- Assist Municipal Officer with council chamber setups for meetings
- Planning and coordinating RM events.
- Order Promo items when required and track inventory.
- Order office supplies and maintain an organized office supply inventory.
- Communication of Tax Installment Payments Program (TIPPS) to ratepayers including annual calculations
- Arrange couriers & registered mail and update Service Tracker with registered mail numbers.
- Responsible for the daily and weekly server back up.
- Document scanning as required.
- Preparation for mailing Annual Tax Statements.
- Ricoh Copier Management.
- Postage Machine Management
- Transfer Station Pass Management

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OTHER DUTIES INCLUDING BACK-UP & CROSS TRAINING

- Primary back up to Accounts Payable & Receivable Administrator
- Assist with internal and external office correspondence as required.
- Assist in other work / projects assigned by CAO, Deputy CAO or Finance Officer.
- Understanding of the Freedom of Information and Protection of Privacy Act (FIPPA) to assess, address and direct related inquiries as required.
- Maintain an up- to-date operations desk manual.
- Provide job role cross training with other staff.

COMMUNICATION & TEAM BUILDING

- Required to immediately inform management of any concerns and discrepancies related to your position.
- Maintain confidentiality & adhere to FIPPA protocols.
- Work with all members of the RM team to develop a strong working relationship.

JOB KNOWLEDGE

- English writing skills – strong writing skills to develop clear, concise, and accurate correspondence and communication.
- Customer Service skills – knowledge and ability to ensure delivery of a high level of customer service to ratepayers and stakeholders.
- English reading skills - Demonstrated ability to comprehend and understand correspondence, legislation and agreements.
- Legislation – familiarity of the Manitoba Municipal Act, Planning Act, Freedom of Information and Protection of Privacy Act.

TECHNOLOGY SKILLS

- Meeting Software – Zoom and Microsoft Teams
- Mapping and Service Software – AllNet meetings, Catallis
- Finance Software – Catalis ERP
- Email Software – Outlook

SKILLS

- Communication – ability to speak and write clearly to the team and stakeholders.
- Time Management – ability to organize and allocate time efficiently between different job responsibilities.
- Organizational – utilizing time and resources efficiently and effectively.
- Accuracy – high attention to detail and accurate entry of data.
- Interpersonal – ability to get along with other co-workers.
- Leadership – ability to encourage and support other co-workers in their positions.

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WORKING CONDITIONS:

- Works well independently in an open-concept office setting with exposure to typical office noise such as phone calls, front counter customer service and employee interactions.
- Although travel is limited, travel is required to pick-up event meals/supplies. Mileage would be expensed, or use of RM vehicle provided. Proof of valid driver's license required.
- Must be available for 7.5 hours shift from 8:30 – 4:30 p.m. with a half hour unpaid lunch.
- International of Operating Engineers Local Union 987

Approved By:	CAO	Date:	November 9, 2026
Last Updated By:	ACAO	Date:	November 9, 2026