



JOB DESCRIPTION

Position: **Assistant Clerk/Treasurer**

Department: **Administration & Financial Accounting**

Classification: **Non Union - Full Time**

Manager: **Chief Administrative Officer**

Last Reviewed: **12-Jan-2022**

Purpose

Reporting to the Chief Administrative Officer (“CAO”), the Assistant Clerk/Treasurer is responsible for the operational administration and treasury/accounting services as defined by the Local Governance Act of New Brunswick (“the Act”) and in accordance with the policies established by Council for the Village of Blacks Harbour (“VBH”).

Key Accountabilities

- Assist in the preparation of the annual village budget by providing the CAO with routine expenditure estimates based on past budgets as well as updated information from each department to ensure Council can make decisions with sound financial information
- Provide monthly expenditure reports to the CAO for the purpose of reviewing the financial position of the village, monitors department spending and to receive direction from the CAO on items, programs or requests that are non-routine, high-value or exceed their budget
- Monitor and prepares periodic (i.e. daily, weekly) financial reports (e.g. reconciliations) for all standard accounting transactions to maintain accounts payable, accounts receivable, payroll and bank accounts to determine the cash position and financial status of the municipality
- Working closely with residents and business of VBH, oversee the billing, receipt and recording of the municipal water/sewage accounts to facilitate prompt, accurate service payments, while coordinating the resolution of any financial (e.g. misapplied payments) issues in conjunction with other department and the account holder
- Maintain accounting records and journal entries to assist external accounting professionals in the preparation of the village’s annual financial statements for audit and approval by Council

- Prepare and distribute electronically in a timely manner before and after each council meeting all support information and documents (i.e. agendas, meeting minutes, monthly reports, correspondence) with meeting and agenda management software (e.g. iCompass) or manually
- Organize and secure all public and confidential municipal documents, files and records under the responsibility of the CAO (e.g. minute books, by-law records, deeds, contracts, employee information) to protect the privacy and data integrity of employees, residents and businesses
- Participate in periodic special programs/events (e.g. municipal elections) and perform research assignments for the CAO on behalf of Council, as well as in response to questions and inquiries from staff members and the general public
- In the absence of the CAO, the Assistant Clerk/Treasurer will assume the duties and responsibilities of the Clerk as outlined in 74(2) of the Local Governance Act.

Education Profile

- This position requires at least a 2-year diploma in public administration, business administration or equivalent post-secondary education
- Recently obtained Chartered Professional Accountant (CPA) designation or enrolment in the CPA certification program would be considered an asset

Knowledge, Skills and Experience

- A minimum of 2 to 4 years of experience in municipal government or an equivalent background working in the public or private sector and an emphasis on administrative transactions
- Knowledge of HR information system software (e.g. TownSuite), geographic information systems (e.g. Planet GIS) and experience with meeting and agenda software (e.g. iCompass)
- Proficient computer skills with all office desktop application software (e.g. Microsoft Office)
- Strong customer service orientation to successfully engage with the general public and have the ability to tactfully deal with and resolve issues or disputes as they arise
- Knowledge of local government and applicable legislation (e.g. Local Government Act, RTIPPA)
- Competent in administrative and basic accounting/bookkeeping operations to perform reconciliations, trial balances and standard reporting of cash accounts
- Must have the ability to develop and maintain effective working relationships with employees, elected officials, department heads and the general public
- Essential to have the ability to work with confidential information and a thorough understanding of what can be disclosed to various stakeholders (i.e. staff, Council, individuals, media and organizations)
- Ability to coach, train and coordinate less experienced staff to ensure public services are maintained during absences and transition periods
- Must be able to work independently as well as take direction in organizing and performing accountabilities along with other assigned duties and projects

Note:

The above job description outlines the general nature and level of work performed. This document is not an exhaustive list of all responsibilities, duties and skills required for the position.