



Employment Opportunity

Assistant Clerk/Treasurer

The Village of Blacks Harbour is seeking an accomplished individual to fill the role of **Assistant Clerk/Treasurer** in our administrative offices.

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

The Village of Blacks Harbour is seeking an individual with the following formal education, training and experience:

- At a minimum a 2-year diploma in public administration, business administration or equivalent post-secondary education.
- A recently obtained Chartered Professional Accountant (CPA) designation or enrolment in the CPA certification program would be considered an asset.
- 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.

For full details on this position, please visit our website at www.blacksharbour.ca and click on Employment Opportunities.

DEADLINE FOR APPLICATION IS 4:30 PM JANUARY 25, 2022

For more information or to apply:

FAX OR E-MAIL:

506-456-4872 or cao@blacksharbour.ca

Subject Line: **Assistant Clerk/Treasurer**

MAIL OR IN PERSON:

Village of Blacks Harbour

65 Wallace Cove Road

Blacks Harbour, NB E5H 1G9