

JOB DESCRIPTION – FINANCE/ADMINISTRATION CLERK



POSITION TITLE:	Finance/Administration Clerk
DEPARTMENT:	Town Office
HOURS:	35 per week/every second week (Week on/Week off)
DESIGNATION:	Part time casual becoming full time permanent
REPORTING TO:	Chief Administrative Officer (CAO)
REMUNERATION:	\$16-\$22/per hour, vacation pay and flexible hours

SCOPE:

The Finance/Administration Clerk will report to the CAO. Duties will include but are not limited to the following general duties:

- Processing payroll
- Processing accounts payable
- Water utility billings
- Assisting CAO with budgets, schedules, data input and month end and year end reconciliations.

SPECIFIC DUTIES:

The following is a general outline of the duties and responsibilities of the Finance/Administration Clerk. The listing is not intended to be all-inclusive or to limit the employee's initiative to expand his/her function beyond this scope nor is it intended to limit the CAO's right to assign other duties.

Financial Responsibilities

- Prepare reports relating to financial matters for the CAO;
- Work jointly with the CAO in budget consultations with other departments and in the preparation of yearly budgets;
- Assist the CAO to ensure that budgets are maintained within approved allocations;
- Reconciliation of Monthly Bank Statements;
- Ensure mandatory payroll, benefits and pension deductions are submitted and are balanced;
- Prepare monthly financial reports;
- Maintain water and general capital asset ledgers;
- Prepare bi-annual tax bills, i.e. balance accounts and verify the accuracy of the levy entry prior to bill issuance;

- Administration of general ledger working papers;
- Provide assistance with preparation of year-end working papers for ledger accounts as well as analyzing accounts;
- Provide assistance with preparation of annual non-consolidated financial statements for the Town;
- Liaise with the Town's auditors, prepare pre-audit working papers and assist the auditors in conjunction with annual audit functions;
- Prepare financial reports legislated by the Province of Nova Scotia, the Government of Canada and other internal and external stakeholders; and
- Attending Town Council meetings and other meetings as required.

Administrative & Human Resource Responsibilities

- Answer public enquiries relating to the Town's tax and other financial activities, as well as general enquiries, as directed by the CAO; and,

Other:

- Carry out any and all duties and responsibilities that the CAO shall see fit to direct or that shall arise from time to time; and,
- The employee must recognize that he/she is a public servant and must use utmost respect at all times when dealing with other staff, the general public and Council.

STATEMENT OF QUALIFICATIONS:

1. Education:

- Bachelor's Degree in Business Administration or Commerce with a concentration in Accounting or a diploma in Business Administration from a recognized Community College.
- Specialization in Financial Management/ Accounting preferred;
- Equivalent combination of formal training and experience can be substituted for formal education requirements.

2. Experience:

- Minimum three years' experience in accounting;
- Experience working in Local Government would be an asset;
- Progressive accounting/ finance experience;
- An acceptable combination of education and experience.

3. Knowledge:

- Good knowledge of generally accepted accounting principles;
- Good knowledge of general office procedures;
- Excellent working knowledge of computers;
- The ideal candidate would have a general knowledge of provincial statutes, Town by-laws and Municipal Planning Strategy and the relevant provisions of federal statutes;

- The ideal candidate would have a working knowledge of the Financial Reporting and Accounting requirements of Service Nova Scotia and Municipal Relations.

4. Abilities:

- To communicate effectively both orally and in writing;
- To use computer software effectively;
- To work effectively with Councillors, co-workers, ratepayers, tourists, professionals and the general public;
- To meet deadlines;
- To work under pressure;
- To deal effectively with persons with special needs.

5. Personal Suitability:

- Consistency & Accuracy
- Tact and discretion
- Open mindedness
- Alertness
- Dedication & Trustworthiness
- Effective interpersonal skills
- Initiative & Willingness to learn

6. Working Conditions:

- Work requires a high degree of concentration to achieve accuracy, to effectively deal with considerable workload, and to meet deadlines.
- Required to exercise discretion when dealing with confidential information

Inquiries can be directed to cao@townofmulgrave.ca or 902-747-2243.

Mulgrave is an amazing place to work and a wonderful community to serve. We look forward to meeting those who are as excited about this opportunity as we are.