



Greenwood Village Commission

EMPLOYMENT OPPORTUNITY:

Position: Clerk-treasurer: Part-time (salaried position)

Commencement: 1 September 2022

To perform the administrative, financial and supervisory activities of the Village Commission.

Brief Job Description

Performs daily administrative work conducting the business activities of the Village including handles correspondence, prepares agendas, maintains Commission proceedings and records and communicates with public and other municipal authorities.

Performs financial management and accounting of Village funds including prepares budgets, maintains receipts and disbursements, prepares variety of financial records, reports and grant applications, payroll duties and implements Village and Municipal fiscal policies.

Supervises Public Works Employees and temporary Recreation or Administrative employees.

Salary: to be negotiated

Benefit Package: Dental, Medical, Pension, Annual and Statutory Holidays

Experience: Office administration with excellent communication and organizational skills. Have a comprehensive understanding of Office 365 (including Outlook, Word, Excel and PowerPoint.) and social media applications. Financial accounting practice with a working knowledge of Simply Sage 50, including payroll and bookkeeping.

Human Resource Management and familiarization with Municipal Government Act of Nova Scotia would be an asset.

Education: Recognized post secondary education in office administration and/or accounting or at least two years of work experience in a municipal administrative position may be considered.

A written résumé complete with cover letter is to be sent to:

Email: villageoffice@greenwoodns.ca subject: Clerk-Treasurer position

Mail: PO Box 1068
Greenwood, Nova Scotia
B0P 1N0

Attn: Clerk-Treasurer position

All correspondence must be received by close of business on 12 August 2022