

Employment Opportunity  
Village of Chipman

VILLAGE CLERK

The Village of Chipman is seeking a Village Clerk.

**Duties & Responsibilities:**

- Attend all regular and special meetings of Council and to record and prepare minutes of all meetings.
- Act as Office Manager and Treasurer.
- Advise Mayor and Council on policies, by-laws, acts and regulations.
- Manage the Village finances.
- Prepare annual budget.
- Other duties as may be required by Council.

**Qualifications & Competencies:**

- Strong understanding of accounting practices.
- Knowledge of municipal financial management including banking/investments considered an asset.
- Thorough knowledge of computers and software applications.
- Knowledge of financial software would be an asset.
- Ability to deal with the public, staff and Council in a professional and courteous manner
- Considerable ability to communicate effectively in English both orally and in writing.
- Willingness to travel and attend upgrading courses and seminars.
- A Vulnerable Sector Check and an Enhanced Criminal Record Check are a condition of employment.
- Must be bondable.

Interested applicants can forward their resume, including three references, to the Village of Chipman, 10 Civic Court, Unit 1, Chipman, N.B. E4A @H9 or by Fax at 506-339-6197 or by email to [chipmannb@gmail.com](mailto:chipmannb@gmail.com)

Job Description available at the Village Office 506-339-6601.

While we thank all those interested in the position, only those individuals selected for an interview will be contacted.

The closing date is January 12, 2018 at 12 noon.

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This position requires the successful applicant to work regular office hours (Monday to Friday 8:30 am to 4:30 pm). Additional time outside the normal work week may be required from time to time (i.e. regular Council meetings). Reporting to Council, this position is responsible for various confidential accounting and administrative duties for the Village of Chipman. The ideal candidate will be able to advocate in a positive manner for the interest of the Village of Chipman and its residents.

**Administrative Duties:**

- Attend regular and special meetings of Council to keep informed of issues
- Record and prepare minutes of Council meetings
- Act as Office Manager and Treasurer
- Is the Custodian of the Corporate Seal of the Municipality
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- Advisory role to Mayor and Council on policies, by-laws, acts and regulations
- Responds to and manages RTIPPA (Right to Information and Protection of Privacy Act) regulations
- Sign, along with Mayor, all agreements, contracts, deeds and other documents to which the municipality is a party
- Primary link between Council and staff to ensure that staff have appropriate input into Council deliberations, and that Council decisions and directives are understood by staff and implemented in a timely, effective and efficient manner.
- Manages the day-to-day operations of the municipality and deliver programs and services to residents in a manner that meets quality standards set by Council
- Prepare annual budget and once approved by Council works with staff to allocate funds and monitor expenditures and revenues to ensure financial accountability
- See that all grant applications are prepared and reviewed and follows through with a timely claimant application for any funding as specified in the grant.
- Ensure Council is advised in a timely manner of critical issues affecting municipal operations, projects and planning matters
- Exercise financial control over all operations to ensure compliance with Council approved budget
- Perform such other duties as may be required to fulfill the responsibilities of the position and as may be directed from time to time by Council

**Accounting/Finance:**

- Manage the Village finances and provided current status activity and regular performance reports to Village Council in accordance with accepted standards.
- Monitors expenditures, receipts and cash flow to ensure sufficient funds are available.
- Oversees the billing, receipt and recording of sewer billing.
- Reconciles village bank accounts and makes deposits to the bank.
- Maintain updated information in all accounts and ensures all accounts are balanced.
- Work with auditors at year-end

### **Qualifications and Competencies:**

- Knowledge of municipal financial management including investment of funds, accounting, payroll and billing practices considered an asset.
- Strong understanding of accounting practices.
- Thorough knowledge of computers and software applications.
- Willingness to travel and attend upgrading courses and seminars.
- Knowledge of financial software would be an asset.
- Considerable ability to communicate effectively in English both orally and in writing.
- Ability to represent the village in a professional, courteous and efficient manner and handle public contact with friendliness, responsiveness and tact.
- Ability to account for and handle money. Experience and education in business accounting considered an asset.
- Ability to prepare a variety of financial reports.
- Ability to prepare and complete correspondence, minutes, reports and other written materials in a timely fashion.
- Considerable ability at self-supervision to prioritize work, research and solve problems, must be detail oriented, adaptable, flexible, excellent time management skills.
- Considerable ability to respond to a variety of situations with a calm and steady manner. Pre-employment screening will be required.
- Strong leadership skills.