

JOB POSTING

Accounting Clerk

The Village of Dorchester located in South East New Brunswick is currently seeking a full time Accounting Clerk to join our team.

Dorchester is a quiet, rural community with a population of 430. Rich in history, it has numerous historical buildings. The village is centrally located within the Maritimes with easy access to the highway. 34 km from Moncton, 14 km from Sackville, 25 km from Amherst. Overlooking the beautiful Memramcook Valley and Shepody Bay, part of the UNESCO Fundy biosphere where 120,000 sandpipers visit every summer.

This position requires the successful applicant to work regular office hours (Monday to Friday 8:30am to 4:30pm). Additional time outside the normal work week may be required from time to time (i.e.: Regular Council Meeting). Reporting to the Chief Administrative Officer, this position is responsible for various confidential accounting (basic skills required) and administrative duties for the Village of Dorchester.

Administrative Duties:

- Performs administrative duties and support, handling all front counter public inquires.
- Receives, requests, complaints and information from the public and transmits to staff and/or council to process as needed/ handles when required.
- Attends Regular & Special Council Meetings as required/ ready to assume the duties of Assistant Clerk on occasion (i.e.: recording Council Meeting Minutes).
- Duties of Assistant Clerk are included with this position, experience in municipal government would be an asset but not required.
- Completes all filing in accordance with Municipal Records Authority for New Brunswick.
- Completes copying and mailings as needed. Sorts and distributes mail.
- Answers all incoming phone calls and provides information and assistance to the public on request. Assists them by answering questions, directing them to the appropriate person, recording and transmitting messages to staff or elected officials, keeping of daily logs.
- Creation of posters, ads as required for website and social media & booking of facilities.

Accounting / Finance:

- Monitors expenditures, receipts, and cash flow to ensure sufficient funds are available.
- Oversees the billing, receipt and recording of water/ sewer billing. Tracks collection of water/ sewer accounts, providing unpaid account reports.
- Prepares accounts payable and receivable transactions for posting, verifies account information, providing accounts payable list for council approval, generates cheques for bill payments.
- Maintains and processes payroll, deductions, remittances, reports, claims and records for all Village staff.
- Reconciles village bank accounts and makes deposits to the bank.
- Maintains updated information in all accounts and ensures all accounts are balanced.
- Generates financial statements and cash balance fund reports for Village of Dorchester Council.
- Works with auditors at year-end. Generates reports and presents all financial data as required for the audit.
- Responsible for maintaining & reconciling petty cash balance.

Other duties as assigned.

Qualifications & Competencies:

- Basic knowledge of municipal financial management including investment of funds, accounting, payroll and billing practices and financial records.
- Ability to perform mathematical calculations and maintain accurate and complete records and files.
- Considerable ability to communicate effectively 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.
- Skilled in operating office equipment, automated accounting system with speed and accuracy,
- Skilled in Microsoft Office including; Publisher, Word, Powerpoint, Excel, OneNote, Outlook
- Considerable ability to account for and handle money, experience and education in business accounting considered an asset
- Ability to prepare a variety of financial reports; experience using accounting systems (Sage) considered an asset.
- Ability to compose correspondence, minutes, reports, and other written materials.
- 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. A Vulnerable Sector Check and a Criminal Record Check are a condition of employment. You must be bondable.

Applications will be accepted until Friday, March 22, 2019 at 1:00 PM,

Interested applicants can forward their resume in confidence to the following:

Village of Dorchester
Attn: Jennifer Borne, CAO
4984 Main Street
Dorchester, N.B. E4K 2Z1
Fax: 506.379.3033
Email: jborne@dorchester.ca

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



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