

# Village of Dorchester

## Treasurer / Assistant Clerk

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

Dorchester is a quiet rural community with a population of 430. Rich in history, it has a number of 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 (ie: Regular Council Meeting). Reporting to the Chief Administrative Officer, this position is responsible for various confidential accounting and administrative duties for the Village of Dorchester.

### Administrative Duties:

- Perform administrative duties and support, handling front counter public inquiries.
- Receives requests, complaints and information from the public and transmits to staff and/or council to process as needed. Handles when required.
- Attends regular and special Council Meetings as required/ ready to assume the duties of Assistant Clerk on occasion (ie: recording Council Meeting Minutes).
- Completes 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. Assists them by answering questions, directing them to the appropriate person, recording and transmitting messages to staff or elected officials.
- Creation of posters, ads, etc. as required & booking of facilities.

### Accounting / Finance:

- Manages the Village finances and provides current status, activity and performance reports to Village Council, in accordance with provincial/ federal standards
- 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, payroll deductions, payroll 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 petty cash and reconciliation.

Other duties as assigned.

### Qualifications & Competencies:

- Considerable knowledge of municipal financial management including investment of funds, accounting, payroll and billing practices and financial record.
- Considerable 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, Publisher, Microsoft Office (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 (Simply Accounting)
- 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 Thursday, November 30, 2017 at 4:30 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](mailto:jborne@dorchester.ca)

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



4984 Main Street  
Dorchester, NB E4K 2Z1  
Office: 506.379.3030 Fax: 506.379.3033  
[dorchester@nb.aibn.com](mailto:dorchester@nb.aibn.com)  
[www.dorchester.ca](http://www.dorchester.ca)