



The Village of Alma is seeking a dynamic, motivated individual willing to make a long-term commitment to the Village of Alma and its residents.

Reporting to the Deputy Mayor and councillors, this position is accountable to the Village of Alma council for the proper and efficient administration of the village's affairs and day to day operations in accordance with the New Brunswick Local Governance Act; the Village of Alma's by-laws, policies and budgets; other applicable legislation; and directions from and resolutions adopted by council.

This is a contract position to start; advancement to a full-time, permanent position in June, 2021 is dependent on job performance. Hourly wage/salary will be commensurate with experience.

Job title: Assistant Clerk/Treasurer

Application

deadline: Friday, November 20, 2020 at 5:00pm

Start date: As soon as possible

Hours: 3 to 5 weekdays (9:00am-5:00pm) and 3rd Monday September to June (6:00-9:00pm)

Skills and experience that would make you a good candidate for this position:

- * A diploma or degree in Business Administration, **or equivalent work experience.**
- * Excellent customer service skills with a proven ability to work with the public and deal with conflict situations.
- * Excellent oral and written communication skills (French language skills would be an asset).
- * Computer skills (Microsoft Office Suite, Quick Books, Google email, website and social media management).
- * Bookkeeping/finance experience.
- * Good working knowledge of the Local Governance Act and a willingness to take training courses that are available.
- * Ability to actively pursue funding opportunities and partnerships, and write funding/grant proposals.
- * Organizational, multi-tasking, time management and troubleshooting skills.
- * Ability to work independently as well as cooperatively with the Village of Alma staff and council team.

Other requirements:

- * Applicants must have a valid driver's licence with a clean driving record.
- * Residency within the village of Alma is preferred, but not essential.

Please forward a covering letter and resume with at least one reference letter to:

villageofalma@gmail.com

Only candidates selected for an interview will be contacted.