



Town of Baie Verte

Baie Verte, Newfoundland and Labrador

Original Post: August 15th, 2017

Revised: August 31st, 2017

Job Advertisement

Financial Officer / Town Clerk

The Town of Baie Verte is seeking an effective and dynamic individual to support the Town's operations in the role of Financial Officer / Town Clerk. This individual must possess leadership skills and exhibit convictions in continuous improvement, professional development, client and customer service, public relations, and an overall passion for public service.

Located on the northern coast of Newfoundland on the beautiful Baie Verte Peninsula, the Town of Baie Verte is generally referred to as the "Hub" of the peninsula, serving over 22 communities. The Town provides many amenities for its citizens, and for those of the surrounding communities. Two active mines are located within a 10km radius of the Town and utilize the Town for many of their service requirements.

Prime Responsibilities – Financial Officer / Town Clerk

Reporting to the Chief Administrative Officer, this position is responsible for assisting in the preparation of budgets, statistical and financial analysis, reports and financial statements, as well as, ensuring that proper accounting procedures and internal controls are up to date with current modern procedures and technological innovations. Position is also responsible for tax collection and receipt of monies and proper electronic maintenance of records and accounts. The incumbent is also responsible to support the Chief Administrative Officer in the application, control, reporting, and allocation of government funding, such as Gas Tax and Municipal Capital Works Programs.

As Clerk, this position is responsible for recording the proceedings and decision of Council and ensuring that appropriate records are adequately and properly secured. As well, the Clerk functions as an integral part of a team and must be familiar with the responsibilities and authorities conferred upon the Town by appropriate legislation and regulations. The Clerk will be expected to support the Chief Administrative Officer in the drafting of by-laws and resolutions, after conducting all necessary research, analysis and consultations. Duties also include writing, editing and proofreading documents including correspondence, reports, contracts, by-laws and regulations and communicating/interpreting such by-laws, resolutions, and policies to citizens. The Clerk will also be responsible for the overall organization of Town elections, by-elections, plebiscites, and referenda.

The incumbent will also perform the duties for all general office functions and staff by fostering a positive work environment, providing direction to general office staff, maintaining office supplies, and optimizing the overall efficiency of office operations.

Education and Training

Graduation from a university or college with a degree or diploma in business administration, commerce or related field. Experience in relevant public or private financial management positions will be considered as an asset. Experience in municipal governance will be considered an asset. Course work towards an accounting designation will be considered an asset.

The ideal candidate will possess knowledge and/or experience in senior administrative and /or management roles in municipal government, and will have a good understanding of the many issues facing rural town municipalities in Newfoundland and Labrador. The candidate will possess knowledge of relevant acts and legislation including but not limited to the Municipalities Act 1999, Urban and Rural Planning Act 2000, Public Tender Act, Occupational Health and Safety Act, etc.

Salary Range: \$42,500 - \$50,000

References will be requested and candidates will be expected to undergo a formal background check.

The Town of Baie Verte appreciates all those who apply for the position, however only those chosen for an interview will be contacted.

Please send a cover letter, resume, and copy of university/college transcript in confidence, using one of the below options. Review of applications will begin at 9:00am on Tuesday, September 12th, 2017.

- 1: By email to: cao.baieverte@gmail.com
- 2: Mail or Drop off to Town Office (32 Highway 410)

Attn: Brian Peach, Chief Administrative Officer
Re: Financial Officer / Town Clerk Application - Town of Baie Verte
32 Highway 410
P.O. Box 218
Baie Verte, NL
A0K 1B0
