



TOWN OF POUCH COVE

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TOWN OF POUCH COVE - JOB OPPORTUNITY

FINANCE CLERK – Full time Permanent

DETAILS

Financial Clerk (Rate of Pay \$23.00/hr). Full time permanent – Non-Unionized Position. This position is open to male, female, and alternative gender applicants. To apply for the Finance Clerk Position, please submit a cover letter and resume that demonstrates you have the skills, qualifications, experience, positive work ethic, and commitment to succeed in this role.

Resumes can be sent to conradfreake@pouchcove.ca or can be dropped off to the Pouch Cove Town Hall, 660 Main Road, Pouch Cove. **The deadline for applications is ongoing until position is filled.**

RESPONSIBILITY

Reporting to the Chief Administrative Officer, the Finance Clerk is responsible for the provision of administrative support, including accounts payable and receivable, roll maintenance and related duties. This position is responsible for assisting the Chief Administrative Officer, and clerical duties such as cashier and typing duties, maintaining the filing system, handling mail, answering and directing phone calls, and meeting and greeting visitors and clients.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting principles and practices.
- Knowledge of various software applications such as Town Suite and Microsoft office suite.
- Knowledge of department and Council policies.
- Skills in establishing and maintaining effective working relationships with town staff, Council and the public.
- A team player
- Excellent computer skills
- Excellent interpersonal skills
- Good organizational skills and communication skills
- Ability to deal with others in an effective, respectful and informative manner
- Ability to appropriately handle sensitive and confidential information
- Knowledge of the *Municipalities Act, 1999, Assessment Act, 2006, and the Access to Information and Protection of Privacy Act, 2015.*

EDUCATION AND EXPERIENCE

Business Administration with a focus in accounting or other Diploma or Certificate in business administration from a post-secondary institution. Financial experience considered an asset. Certificates related to finance or payroll considered an asset. Certificates related to municipal government, public service, or public administration considered an asset.

WORK HOURS

Regular Office hours are Monday to Friday 830am – 4pm as well as some evening meetings.

WORK BENEFITS

This position is subject to additional employment benefits as defined in an employment contract.

NOTICE OF CANCELLATION

The Town of Pouch Cove reserves the right to cancel this posting at anytime without further notice.