



TOWN OF POUCH COVE

Job Advertisement OFFICE ADMINISTRATOR/ ACCOUNT RECEIVABLES

About Pouch Cove

The beautiful Town of Pouch Cove is a coastline community of approximately 2,000 residents with the great fortune of being the "the first to see the sun" in North America. Our Vision, Mandate, and Values are built on the theme of "A Community Built for Everyone" by providing great municipal services with a focus on best practices and cost efficiency; promoting, supporting, and attracting the continued growth and expansion of residential and business development; and championing a rich and respectful culture of positive citizen engagement, community pride, and volunteer spirit.

The Position

The Town of Pouch Cove is currently seeking a talented and experienced full-time Office Administrator/ Accounts Receivables within the Administrative Services Department. This is a temporary, non-bargaining unit position which reports directly to the Director of Corporate Services. This position is accountable for the provision of administrative support, information management, accounts receivable, collections, roll maintenance and related duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general accounting principles and practices.
- Knowledge of accounting software applications such as Town Suite.
- Knowledge of various computer software such as Microsoft Office Suite.
- 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 *Towns and Local Service Districts Act and Assessment Act, 2006* (asset)
- Knowledge of department and Council policies. (asset)

QUALIFICATIONS - EDUCATION AND EXPERIENCE

Completion of a diploma/degree program in Office or Business Administration, Accounting, or another equivalent program of studies.

Specific skills and experience in the general area of accounting or accounts receivable are essential.

Experience and understanding in the maintenance of a municipal assessment roll, or other certification or training in municipal administration would be considered definite assets.

Excellent verbal and written communications skills including ability to effectively communicate with internal and external stakeholders.

Ability to establish and maintain a professional effective working relationship with other departments, Town officials and the public.

Ability to work independently and as part of a team.

Experience in a municipal work environment is preferred.

A valid Royal Newfoundland Constabulary Code of Conduct and Vulnerable Sector Check shall be required prior to an offer of employment.

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence, to Rod Hynes, CAO, at rodneyhynes@pouchcove.ca, no later than **Friday, June 5, 2026, at 4:30PM.**

The salary for this position is **\$47,840.00 annually**, based upon the successful applicant's qualifications and experience.

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.