

Village of Chester
Job Description
Clerk/Treasurer

Summary: Reporting to the Commissioners of the Village Commission through the chair, the Clerk/Treasurer is responsible for the day-to-day management of the Village of Chester in accordance with the policies, programs, contractual obligations, plans and objectives approved by the Village Commission and for the provision of administrative support and advice to the Village Commission.

Responsibilities

Clerk

- Prepare and distribute draft agenda and materials for village commission meetings; attend village commission and committee meetings; ensure the recording and circulation of the minutes
- Provide strategic policy advice to the Commissioners by monitoring and anticipating changing circumstances that affect any aspect of the organization; make recommendations to increase the effectiveness and efficiency of operations
- Provide administrative support to the Commissioners; conduct research, collate information and prepare reports
- Facilitate the implementation of the village commission's decisions in accordance with established policies and the law
- Maintain and update all information on all by-laws and policies passed by the commission; ensure they are in compliance with the municipal government act; ensure by-laws are enforced
- Represent the Village at external meetings as directed
- Responsible for the administration of village elections; act as the returning officer; supervise the counting of ballots; prepare statement of the poll; declare successful candidate/s as per the Municipal Government Act of Nova Scotia

Financial/Accounting

- Ensure general accounting activities are completed accurately and on a timely basis; prepare financial reports for regular meetings of the commission
- Provide support to the Commissioners in the planning of the annual budget; review expenditures to ensure funds are in keeping with the budget; monitor budget; provide regular financial reports
- Review tax roll accounts; develop projected tax revenue
- Review, approve and ensure payroll is processed bi-weekly, and remittances are accurate and submitted on a timely basis
- Ensure all accounts payable and receivable are addressed on a timely basis; responsible for daily cash management; prepare cheques for signature
- Prepare bank and account reconciliation; reconcile balance of general ledger accounts and subsidiary accounts on a monthly basis

- Provide assistance and support during the annual audit; distribute the audited statements as required
- Research/source goods and services, including office supplies and equipment; ensure orders are placed according to procurement policies and procedures; receive and store goods
- Research possible grants and other sources of funding for projects; complete grant application forms; submit claims to receive funds
- Develop, recommend and implement financial policies; implement financial procedures and controls; evaluate and fine-tune
- Monitor the village investments; prepare financial reports for regular meetings of the commissioner; ensure investment instructions are completed accurately and on a timely basis

Human Resource Management

- Hire, direct, supervise and terminate staff; conduct performance reviews with permanent employees; manage performance issues
- Review and adjust HR policies and procedures; ensures policies and procedures are adhered to

Asset Management

- Maintain the list of infrastructure projects; prepare tender documents and post; receive tenders and organize for the committee's review and selection; notify successful contractor; supervise work; administer the terms of the contract
- Ensure the regular maintenance of village assets is conducted; monitor risk; make recommendations regarding risk management
- Authorize the use of village assets and collect fees as required
- Review insurance policies; makes recommendations
- Ensure the timely processing of insurance claims

Communication

- Draft media communications
- Respond to requests for information from citizens, Commissioners and other stakeholders in person, on the phone or via email; maintain current information on other government programs
- Ensure the website is maintained and updated
- Provide an in-depth orientation for the new commissioners
- Attend other meetings as requested; report outcomes
- Ensure all publication requirements are met; ensure legal notices are prepared and placed as required

Other

- Act as the Freedom of Information and Protection of Privacy Act (FOIPOP) officer for the organization; ensure secure safe storage and efficient retrieval of documents/information/files so that stakeholders have access to all the information they

require on a timely basis, respecting the confidential and legislated aspect Perform other related duties as assigned

Technical Competencies:

- Undergraduate degree in business/public administration from a recognized educational institution or an equivalent amount of education and experience
- Strong knowledge of generally accepted accounting principles; a diploma or degree in accounting from a recognized educational institution considered an asset
- Strong knowledge of local government governance models, legislation and the Nova Scotia Municipal Government Act; a Certificate in Local Government Administration from a recognized educational institution considered an asset
- Experience developing public sector policies, procedures and guidelines
- 3 years' related experience in municipal government
- Experience working with or in a fire department considered an asset
- Excellent writing, grammar and composition skills
- Intermediate level of proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint) and accounting software (Sage)
- Experience conducting research
- Ability to successfully pass a formal background check
- A valid NS driver's licence and access to a reliable vehicle considered an asset