



Village of Pugwash

124 Water Street

Pugwash, Nova Scotia, B0K 1L0

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## Clerk Treasurer - Job Description

### Terms of Employment

The position is full-time, with hours generally 9 am to 5pm, Monday to Friday inclusive, (37.5 hours per week), with evenings and weekends as required. Lunch breaks are unpaid. Vacation pay and benefits are as described in employment contract and personnel policy.

### Qualifications and Skills

- Bachelor's degree - preferably in accounting, finance management or a related field.
- Certificate in Local Government Financial Administration an asset.
- Conversational French an asset.
- Minimum five years' experience managing finances.
- Must have experience with and knowledge of managing public funds, payroll and record keeping, knowledge of Village policies and election procedures, strong mathematical ability, excellent communication skills, and experience preparing financial statements and research reports.
- Minimum five years' experience in a supervisory position.
- Demonstrated problem solving and customer service experience.
- Excellent communication and computer skills.
- Prior experience with an elected board or commission an asset.
- Prior experience with municipal infrastructure project management an asset.
- Successful completion of a vulnerable sector check, and a driver's abstract. After that, every five years updates of these records will be required during the term of employment.

### Responsibilities

#### Administration

- Ensure the day-to-day business affairs of the Village of Pugwash are operating in accordance with the stated goals, policies and procedures approved by the Pugwash Village Commission.
- Ensure that the Pugwash Commission's directives are communicated to the rest of the organization and that Commission policies are implemented in efficiently and effectively.
- Responsible for supervising the operations of the Village of Pugwash employees.
- Develop a productive and efficient operation and inspire the best from each employee.
- Communicate with and provide support for community organizations.

## **Leadership**

- Provide effective leadership to the Commission.
- Monitor and anticipate changing circumstances affecting all aspects of operating and ensure that appropriate plans are in place.
- Bring focus to the Village of Pugwash by providing a sound voice of reason in deliberation.
- Provide recommendations to the Village of Pugwash on any changes that would improve the effectiveness or the efficiency of the structure on an on-going basis.

## **Financial**

- Oversee asset management, financial expenditures and budgets for Pugwash including preparation of the annual budget, development of financial statements and supervising all receivables and payables.
- Keep accurate financial records and reconcile banking regularly.
- Supervise the performance of all contracts or agreements.
- Attend Audit Committee meetings and provide whatever relevant information is required.
- Prepare records and make adjustments as per auditor's requirements.
- Ensure annual financial statements are submitted to Nova Scotia Department Municipal Affairs and Housing by the deadline (end September).

## **Specific Responsibilities**

### **Financial**

- Direct the expenditures and collection of public funds by establishing and maintaining a computerized financial and management information system.
- Develop financial policies and procedures in accordance with the Municipal Government Act and accepted municipal accounting principles.
- Implement accounting controls for assurance of the reliability of financial information.
- Perform budgeting duties, including budget preparation, expenditure review and budget administration.
- Analyze tax roll documents, develop a projection of tax revenues, prepare revenue reports for the consideration of the Pugwash Village Commissioners, and submit tax billing information to the Municipality of Cumberland County Finance Department.
- Administer contracts, tenders, procurement, supervise the RFP process, prepare reports to Pugwash Commissioners on RFP, and supervise contract awards.
- Apply for funding as public or private programs are available. Comply with all reporting as required.
- Supervise accounts payable activities to ensure timely and accurate payment of financial obligations.
- Supervise purchasing activities to ensure that purchases are made in accordance with purchasing policies and procedures.
- Manage general accounting activities to ensure proper posting of transactions and timely closing of the books in accordance with generally accepted accounting practices.

- Manage payroll activities to ensure timely and accurate payment to authorized employees and elected representatives.
- Prepare financial statements and assist the municipal auditors in the yearly audit.
- Supervise the investment of surplus funds.
- Prepare application for HST offset and rebates within deadlines.
- Sign contracts valued below \$1,500, complete bank reconciliations, perform general ledger functions, prepare financial statements, do computer backups, maintain, and store all financial and management passwords, and manage access to the safety deposit box at the Pugwash Scotiabank.

### **Insurance and Liabilities**

- Administrator of Pugwash insurance policies.
- Advise Pugwash Commissioners on insurance needs.
- Process claims against Pugwash, maintain files and log of claims, and coordinate claim response and handling with the Pugwash Solicitor and Insurance Agents.
- Ensure a high-quality level of maintenance of Pugwash systems, property, vehicles, and equipment; monitor and improve risk management.

### **Project Management**

- Develop and maintain lists of municipal infrastructure projects (sidewalk, structures, public works and park projects).
- Develop and administer pre-engineering design projects to identify financial and engineering requirements for the capital projects.
- Identify federal, provincial, or other funding sources to assist with the financing of capital projects.
- Supervise the engagement of professional engineering firms to provide design, inspection, and contraction administration services for the construction of municipal infrastructure projects.

### **Village of Pugwash Elections**

- Act as Returning Officer in the administration of Pugwash elections.
- Order all election supplies including ballots to ensure they are on hand and correct for the Advance Poll and Election Day.
- Arrange for advertising of the upcoming election
- Supervise the official recount of the ballots.
- Develop and conduct orientation programs for newly elected representatives
- Maintain the electors list
- Hire poll clerks and other election staff as required

### **General**

- Communicate with Pugwash residents, explaining Pugwash policies, procedures, and programs.
- Provide advice on other government programs when necessary.
- Draft agendas for monthly Commission Meetings and prepare packages of related information.

- Supervise or record minutes of Commission Meetings, edit meeting minutes and circulate them to appropriate officials and staff members. Plan and direct the safekeeping of Pugwash Commission meeting minutes.
- Responsible Officer for the Freedom of Information and Protection of Privacy – (Municipal Government Act).
- Draft and supervise the placement of legal notices on behalf of the Pugwash Village Commission.
- Draft correspondence and reports for the Pugwash Village Commission.
- Research federal, provincial, and municipal legislation, policies and programs assess the impact on the Village of Pugwash.
- Plan and direct the maintenance, filing, safekeeping and computerization of all Pugwash documents.
- Respond to requests for information or service from the public, other municipalities, and federal or provincial officials.
- Keep all software up to date.
- Resubscribe paid memberships as per needs and budget.
- Step in as Visitor Information Councilor (or other seasonal staff) as required.
- Keep the VIC well stocked with current information for visitors and residents.
- Arrange for information workshops or classes to be held on Village property.
- Manage bookings of use of Village properties (listed in Appendix A)
- Attend committee meetings as the Village staff representative in community or other levels of government meetings as required.
- Field public inquiries and direct them to the appropriate agency or, if the concerns relate to Pugwash activities, direct them to the appropriate elected representative or employee.
- The Clerk is a Commissioner of Oaths.

### **Communications**

- Keep the Commission updated with any evolving issues.
- Immediate response to be directed via the Chair, or if unavailable, the Vice Chair
- Draft press releases and other forms of communication to the media.
- Supervise and develop the Pugwash web site.
- Maintain and develop social media accounts.
- Advise Canada Revenue Agency of any change of personnel in the board (Commission).
- Draft communications for the Pugwash Village Commission.
- Collect copy and compile the Pugwash newsletter – It Takes a Village.
- Communicate an accurate and positive image of the Village of Pugwash.
- Act as Public Relations Officer in cooperation with the Pugwash Commissioners when dealing with Pugwash residents.

### **Human Resources**

- Monitor the performance, workload, and the need for resources to ensure that employees can achieve the objectives of their job descriptions.
- Maintain confidential files concerned with personnel and/or policy matters.

- Oversee the training schedules for staff to ensure that relevant and accurate information be available through training and professional development programs.
- Responsible for the yearly evaluations for the Maintenance and Public Works employee and seasonal workers such as Groundskeeper, Gardener, Recreation Director, Visitor Information Councilors.
- Manage the recruitment process for the Village of Pugwash.
- Implement and development personnel policies and employment guidelines for Village employees.
- The Clerk Treasurer has the authority to hire permanent, full or part time and seasonal employees.
- Produce and issue Record of Employment to employees within 14 days of termination.
- Produce and issue T4s and T4As to staff and Commissioners by end February.

### **Supervising and Reporting**

- The Clerk and Treasurer reports directly to the Pugwash Village Commission.
- The Commission is to direct the Clerk Treasurer via the Commission Chair or, if the Chair is unavailable, via the Vice Chair.
- Full time and seasonal employees report directly to the Clerk Treasurer.