



## Job Opportunity Secretary-Treasurer

The Village of Charlo is seeking to hire a dynamic individual to fill the **Permanent part-time position of Secretary-Treasurer**. This person will be required to do secretarial and accounting tasks and replace administrative personnel during their vacations and other administrative leaves. This person will work one week on, one week off for a minimum of 26 weeks per year, 35 hours per week. The retained candidate has to have experience in executing secretarial and accounting duties and responsibilities.

### Duties and Responsibilities

The Secretary-Treasurer duties and responsibilities include but are not limited to:

- Answer the phone, receive and transfer telephone and electronic messages
- Prepare, receive and distribute electronic mail and other
- Maintain a good relationship with Members of the Municipal Council, work colleagues, citizens and visitors at the Municipality
- Ensure that documentation required by the municipality and the government is well prepared and filed appropriately
- Respect the policies and procedures of the Village of Charlo
- Participate in meetings, when required, prepare meeting minutes, correspondence and reports for the Village Council and the Administrator.
- Prepare, under the direction of the Secretary-Treasurer or Village Administrator, the payroll, manage accounts receivable and payable.

### Skills and Abilities

- Ability to work with a Municipality Council
- Be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Excellent written and oral communication skills in both official languages (French & English)
- Have good work ethic
- Focused on quality and client satisfaction
- Have great organizational skills
- Demonstrate flexibility
- Experience In Accounting

### Education/Experience

- Certificate or diploma in secretarial field or accounting or equivalent experience in a related field
- Experience in working with accounting software related to bookkeeping

### Compensation

Competitive remuneration commensurate with the successful candidate's qualifications and experience.

To confidentially explore this opportunity you are invited to submit your resume and cover letter, by email, in Microsoft Word or PDF format to: Lilianne Cayouette at [dg@villagecharlo.com](mailto:dg@villagecharlo.com) or at the following address: 614 Chaleur Street, Charlo, NB E8E 2G6 no later than **April 13<sup>th</sup>, 2020 at midnight..**

*We thank you for your interest in this position, but only qualifying candidates will be contacted for an interview.*