

The Town of Twillingate is seeking qualified applicants to fill the position of Town Clerk.

The Town of Twillingate, with a population of 2,196, is an outport community located in north-central coast of Newfoundland and Labrador. The Town has a rich history, handed down through generations, natural beauty and a vibrant, traditional lifestyle – where our people are connected to the land, sea, and each other.

The Town of Twillingate administers municipal services for the residents, from roads and recreation, to water and emergency services. And while these necessities are the foundation, the town continues to strategically build the local economy through diversification, tourism initiatives, and thoughtful planning.

This position reports directly to the Town Manager.

SPECIFIC ACCOUNTABILITIES or DUTIES AND RESPONSIBILITIES

- Arranges for the safekeeping of all the funds and securities, receipt of all monies, and the disbursement of funds in accordance with General Accepted Accounting Principles (GAAP).
- Keeps and maintains records for all financial transactions and of all assets and liabilities of the municipality in accordance with General Accepted Accounting Principles (GAAP).
- Contributes to the development of the annual budget and provides financial analysis as needed.
- Records and ensures safe preservation of the minutes, documents and resolutions of Council and its Committees and is responsible for their filing, maintenance and safe preservation.
- Shall be the Returning Officer for Municipal Elections and shall carry out the requirements of the Municipalities Act in this regard.
- Issues of permits, certificates, licenses, notices and other documents, in adherence to municipal development regulations.
- Direct management responsibility for two administrative employees (Account Payable Clerk and Accounts Receivable Clerk).
- Attends all Council meetings and other meetings as required.
- Makes weekly bank deposits.
- Receipts and responds to written representation made to Council.

- Other duties as assigned by the Town Manager.

EDUCATION & TRAINING: Successful completion of an undergraduate degree in a relevant discipline (i.e., business administration, accounting, finance, etc.) or successful completion of a diploma in a relevant discipline; equivalencies will be considered based on combination of education and experience. Experience in municipal government would be considered an asset.

EXPERIENCE/ATTRIBUTES/SKILLS: Proven experience with financial management, accounting and/or bookkeeping is a requirement. Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail; Political astuteness, tactfulness, with knowledge of municipal government processes. Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines; Effective inter-personal, management, and written and oral communication skills; Ability to manage contracts, projects, and maintenance requests. Ensure they are carried out in a timely professional manner.

OTHER REQUIREMENTS: Must possess a valid Class 5 Newfoundland and Labrador Driver's License. Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment.

REMUNERATION: This is a full time, permanent position with employment benefits including a pension plan and health care. Regular work hours are 35-hour/week with evening work required from time to time. Salary range is between \$50K – 60K.

Applicants are invited to submit their resume and cover letter by Monday March 29th, 2021 at 5 pm to the attention of: Marie Magnin m.magnin@townoftwillingate.ca.

Please note: The Town of Twillingate appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.