



Village of Carmacks
P.O. Box 113
Carmacks, YT Y0B 1C0

Employment Opportunity Administrative & Municipal Clerk

The Administrative & Municipal Clerk, under the direction of the Finance Officer and Chief Administrative Officer, provides and assists with the administrative and financial functions of the municipality, oversight of communication notices, point of contact of municipal service functions at the village office, and performing accounts payable and accounts receivable functions.

Qualifications: please submit your resume clearly demonstrating how you meet the following qualifications:

Education & Experience:

- Completion of Secondary School along with successful completion of an accounting program; or
- A minimum 3 years' experience in each of the following accounting processes: payroll, accounts receivable, accounts payable, general ledger entries and account reconciliations, reception, administrative assistant environments.
- Experience in a municipal or local government setting would be an asset.

Specific Skills:

- Administer and monitor the financial system in order to ensure that municipal finances are maintained in an accurate & timely manner.
- Answers and directs telephone calls, emails, faxes, and scans documents and carries out other correspondence related to the village office.
- Assists the CAO and Finance Officer with special files and priority projects identified and supported by Council.
- Attends public Council meetings and meetings of related committees and prepares minutes, documents, and agendas for meetings of Council and other committees as required.

Telephone: (867) 863-6271
Fax: (867)863-6606
Email: info@carmacks.ca



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- Maintain the accounts payable and receivable systems in order to ensure complete and accurate records of all moneys.
- Administer the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner.
- Knowledge of GAPP and PSAB.
- Proficient with municipal financial accounting software, knowledge of Sage (Simply Accounting) would be an asset.
- Intermediate knowledge of excel.
- Ability to plan, prioritize and communicate effectively.
- Experience in conflict resolution and problem solving
- Ensuring financial funding reporting to external agencies is completed in a timely manner.
- Assists in implementing recommendations for improvements to policies, protocols and procedures to improve the overall effectiveness of the administrative offices.

Interpersonal Skills:

- Ability to work effectively as part of a team.
- Ability to provide guidance, advice and direction.
- Excellent oral and written communication skills
- Ability to maintain and communicate the importance of strict confidentiality.

Compensation:

- The salary for this position is commensurate with qualifications & experience.
- The wage range for this position is listed as follows: Level 1 Step 5 (\$28.58/HR) to Level 5 Step 5 (\$40.37/HR)

Licenses, Certificates and Courses will be considered

Interested applicants are invited to submit by **4pm, January 19th, 2024** their resume and cover letter electronically to the undersigned marked "Personal & Confidential"

The Village of Carmacks thanks all applicants for their interest, only applicants successfully screened in for interviews will be contacted.

A detailed job description is available upon request.

Send resumes via Email with "Municipal Clerk Position" in the subject line to: CAO@carmacks.ca

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