

TOWN OF LAWN

Town Clerk

The Town of Lawn is currently accepting applications for a permanent full-time Town Clerk.

POSITION DETAILS

The Town Clerk will perform a variety of office and accounting related functions including but not limited to accounts payable, accounts receivable & taxation, payroll, ordering and purchasing. Reporting directly to council, the Town Clerk is responsible for recording the proceedings and decisions of council and for the safekeeping of all documents of council. Other responsibilities include issuing and posting invoices, processing payments, and completing bank reconciliations; Complete all monthly and year-end activities and reports associated with the duties of this position.; Prepare tax certificates and issue permits; Address and respond to public inquires, receipting transactions and preparing bank deposits when required.

EDUCATION, TRAINING AND OTHER REQUIREMENTS

Completion of a 2-year post-secondary Business Administration diploma with a concentration in accounting from a recognized educational institution; A minimum of two (2) years of work experience in computerized accounting; Other combinations of education and work experience may be considered.

Municipal experience would be considered an asset.; Proficiency in the use of Microsoft Office 365; Clear certificates of conduct including an RCMP Criminal Record Check and a Provincial Court Check is a condition of employment; Must be bondable; Eligible to become a Commissioner of Oaths; Proven ability to maintain high levels of confidentiality; Excellent organizational, task prioritization and time management skills; Portrays strong work ethic enabling the ability to work with minimal supervision to manage a high volume of work, ensuring attention to detail and accuracy at all times; Strong customer service with the ability to deal effectively with confrontational customers; Strong oral and written communication skills; Able to work within and contribute to a team environment.

SALARY: To be determined

Interested and qualified applicants are invited to submit their *cover letter and resume* on or before Friday, April 16, 2021 to:

Town of Lawn, P. O. Box 29, Lawn, NL, A0E 2E0, mgr.townoflawn@eastlink.ca

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