Job Posting

Finance & Administrative Clerk

The Municipality is currently accepting resumes for a Finance & Administrative Clerk. The Finance and Administrative Clerk is responsible for performing a range of financial and accounting duties. This includes maintaining financial records and databases, preparing financial reports, processing invoices and payments, and reconciling accounts. This position will be based primarily in Upper Nappan and Pugwash but will require travel to Springhill and Parrsboro.

Please visit our website for more details at www.cumberlandcounty.ns.ca

Deadline for resumes is Monday, February 26, 2024, at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist
1395 Blair Lake Rd
Upper Nappan, NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume “Finance & Administrative Clerk”

Department of Financial Services: Finance and Administrative Clerk

Job Title
Finance and Administrative Clerk

About the Role

The Finance and Administrative Clerk is responsible for performing a range of financial and accounting duties. This includes maintaining financial records and databases, preparing financial reports, processing invoices and payments, and reconciling accounts. This position will be based primarily in Upper Nappan and Pugwash but will require travel to Springhill and Parrsboro.

This position reports to the Revenue Officer.

Responsibilities and Duties

a. Perform administrative tasks such as filling out forms, filing, and answering phone calls and emails.
b. Track and monitor financial transactions.
c. Record and maintain records of financial transactions in accordance with the Municipality's Records management Policy.
d. Prepare and process invoices, payments and receipts.
e. Review financial records, documents, and information to ensure accuracy.
f. Update and maintain Municipal databases and filing systems.
g. Compile financial spreadsheets, reports, statements, and other documents, as needed.
h. Report financial discrepancies and errors to the Revenue Officer.
i. Respond to financial inquiries and provide support to other Departments as needed.
j. Ensure that office supplies are maintained.
k. Coverage in other Service Centres.
l. Perform other duties as assigned or required.

Qualifications

a. A diploma from a recognized college or university in Business Administration, Accounting, Finance or an equivalent combination of education and experience.
b. Minimum of three years' experience in an Administrative Assistant position.
c. Outstanding analytical skills.
d. Strong organizational skills.
e. Excellent attention to detail and accuracy.
f. Ability to prioritize tasks.
g. Excellent oral and written communication skills.
h. Experience working with Windows operating systems and Microsoft Office programs. Experience working with SAP accounting software will be considered an asset.

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
44,720	46,410	48,100	49,790	51,480	53,170

This is a full-time position based in Upper Nappan and Pugwash but travel will be required to Springhill and Parrsboro.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.