



**Hanwell Rural Community
Career Opportunity
Clerk/Treasurer**

The Hanwell Rural Community is located along route 640, bordering on the City of Fredericton and Village of New Maryland. Incorporated on May 23, 2014, the community today is vibrant with a population of over 4700.

Hanwell is inviting qualified applicants to apply for the full-time career position of **Clerk/Treasurer**. Reporting to the Mayor and Council, the successful incumbent will be the chief administrative officer, chief financial and accounting officer for the municipality, as specified in the *Local Governance Act*. The successful candidate will be an instrumental part of our team, responsible as Clerk for advising Council on policies and By-Laws, keeping records of meetings, and managing all functions of the municipal office. As a leader and facilitator, you will support staff in achieving their performance objectives. Simultaneously the incumbent will be responsible as Treasurer for keeping records of accounts, being the custodian of financial documents, and reporting to Council on all matters relating to finance and accounting.

The ideal candidate will possess a post-secondary degree in Business Administration or Economics, and certification or training in municipal affairs by the Association of Municipal Administrators of New Brunswick (AMANB) or equivalent. Municipal experience is required. An intimate knowledge of the budgeting and reporting process within the framework of the *Local Governance Act* is essential, and familiarity with QuickBooks is necessary. Mentorship, training, and credential acquisition is available for qualified candidates who are continuing to develop their experience in this field. **A detailed job description is available at www.hanwell.nb.ca.**

Remuneration and benefits are competitive and in compliance with the Hanwell's organizational policies and practices.

We welcome the opportunity to meet qualified candidates. Please forward a complete resume, including three references, in confidence to Chris Melvin, Mayor, Hanwell Rural Community, 5 - 1757 Route 640, Hanwell, NB, E3C 2B9 or email to cmelvin@hanwell.nb.ca on or before August 16, 2018 @ 4:00 pm.

The Hanwell Rural Community thanks all applicants for their interest, however only those selected for an interview will be contacted.

