



Clerk/Treasurer

TERMS OF REFERENCE

The Clerk/Treasurer is the Chief Administrative Officer for the Hanwell Rural Community and is responsible to the Hanwell Rural Community for the proper administration of the policies and programs of the Municipality in accordance applicable legislation and by-laws.

TERMS OF EMPLOYMENT

Full time position: Monday to Friday, 37.5 hours per week. Evenings and weekends as required.

QUALIFICATIONS

- Business Administration or Economics degree
- Training in municipal affairs by the Association of Municipal Administrators of New Brunswick.
- Minimum five years' experience managing finances.
- Must have experience with and knowledge of managing public funds, payroll and record keeping, knowledge of Municipal policies and election procedures, strong mathematical ability, excellent communication skills, and experience preparing financial statements and research reports.
- Experience with QuickBooks
- Minimum five years' experience in a supervisory position.
- Demonstrated problem solving and customer service experience.
- Prior work experience with an elected board or commission an asset.
- Prior work experience with municipal infrastructure project management an asset.

RESPONSIBILITIES

Administration

- Ensure the day-to-day business affairs of the Hanwell Rural Community are operating in accordance with the stated goals, policies and procedures approved by Council.
- Responsible for supervising the operations of employees.
- Develop a productive and efficient operation and inspire the best from each individual employee.

Leadership

- Provide effective leadership and recommendations to the Hanwell Rural Community on any changes that would improve the effectiveness or the efficiency of the structure on an on-going basis.
- Monitor and anticipate changing circumstances affecting all aspects of operating and ensure that appropriate plans are in place.

Financial

- Oversee the asset management plan, strategic plan, financial expenditures and budgets for Hanwell including preparation of the annual budget, development of financial statements and supervising all receivables and payables.
- Supervise the performance of any and all contracts or agreements entered into by the Hanwell Rural Community.

SPECIFIC RESPONSIBILITIES

Financial

- Direct the expenditures and collection of public funds by establishing and maintaining a computerized financial and management information system.
- Develop financial policies and procedures in accordance with the Local Governance Act and accepted municipal accounting principles.
- Implement accounting controls for assurance of the reliability of financial information.
- Perform budgeting duties, including budget preparation, expenditure review and budget administration.
- Administer contracts, supervise the RFP process, prepare reports to council on RFP and supervise contract awards working with the Regional Service Commission 11.
- Supervise accounts payable activities to ensure timely and accurate payment of financial obligations.

- Supervise purchasing activities to ensure that purchases are made in accordance with purchasing policies and procedures.
- Manage general accounting activities to ensure proper posting of transactions and timely closing of the books in accordance with generally accepted accounting practices.
- Manage payroll activities to ensure timely and accurate payment to authorized employees and elected representatives.
- Prepare financial statements and assist the municipal auditors in the yearly audit.
- Supervise the investment of surplus funds.
- Directly supervise all financial support employees.
- Complete bank reconciliations, perform general ledger functions, prepare financial statements, do computer backups, maintain and store all financial and management passwords.

Insurance and Liabilities

- Administrator of Hanwell Rural Community insurance policies.
- Advise Council on insurance needs.
- Ensure a high-quality level of maintenance of Hanwell Rural Community systems, property, vehicles and equipment; monitor and improve risk management.

Project Management

- Develop and maintain lists of municipal infrastructure projects.
- Develop and administer pre-engineering design projects to identify financial and engineering requirements for the capital projects.
- Identify federal, provincial or other funding sources to assist with the financing of capital projects.
- Supervise the engagement of professional engineering firms to provide design, inspection and contraction administration services for the construction of municipal infrastructure projects.

Hanwell Rural Community Elections

- Administer the Oath of Office.

General

- Communicate with Hanwell residents, explaining policies, procedures and programs.

- Provide advice on other government programs when necessary.
- Draft agendas for monthly Council Meetings and prepare packages of related information.
- Attend all meetings of Council. Supervise or record minutes of Council Meetings, edit meeting minutes and circulate them to appropriate officials and staff members. Plan and direct the safekeeping of Council meeting minutes.
- Be the custodian of the corporate seal of the rural community.
- Responsible Officer for the *Right to Information and Protection of Privacy Act* – Local Governance Act.
- Draft and supervise the placement of legal notices on behalf of the Hanwell Municipality.
- Draft correspondence and reports for Council.
- Research federal, provincial and municipal legislation, policies and programs, assess the impact on the Hanwell Rural Community.
- Plan and direct the maintenance, filing, safekeeping and computerization of all Hanwell Municipal documents.
- Respond to requests for information or service from the public, other municipalities, and federal or provincial officials.

Human Resources

- Monitor the performance, workload and the need for resources to ensure that employees can achieve the objectives of their job descriptions.
- Maintain confidential files concerned with personnel and/or policy matters.
- Oversee the training schedules for staff to ensure that relevant and accurate information be available through training and professional development programs.
- Responsible for the yearly evaluations for staff.
- Manage the recruitment process for the Hanwell Rural Community.
- Sit on the Personnel Committee that oversees the implementation and development of personnel policies and employment guidelines for Municipality employees.
- The Clerk/Treasurer has the authority to hire summer employees.

SUPERVISION AND REPORTING

The Clerk/Treasurer reports directly to the Mayor and Council. Directly reporting to the Clerk/Treasurer are the office staff and summer students.

