

Job Description – Clerk Treasurer/CAO

GENERAL

Reporting directly to the Village Commission, the Clerk Treasurer/CAO coordinates the safe and efficient day-to-day functioning of all village operations. As the head of the senior administration team (including the Director of Public Works, Director of Recreation & Community Development and Manager of Finance), the Clerk Treasurer/CAO is responsible for ensuring efficient delivery of public services in conformance with the by-laws, policies, regulations, and rules approved by the Commission, financial management and financial management systems, liaising between the Village Commission and other government agencies and departments, policy development, and overseeing the coordination of staff.

KEY RESPONSIBILITIES

Leadership and Human Resource Management

- Supervise, train, and evaluate staff, including the senior administration team, Lead Custodian and Custodial Staff.
- Conduct regular staff meetings, including weekly meetings with the senior administration team, to ensure alignment with organizational goals.
- Develop and implement human resource policies and procedures, including position descriptions, salary benchmarking, performance evaluation processes, and staff development plans.
- Monitor staff performance, in collaboration with the senior administration team, to ensure workload objectives and performance expectations are met.
- Participate as a member of hiring committees to address the Village's staffing needs, ensuring a fair, transparent, and rigorous recruitment process that aligns with the Village's policies and promotes equity and integrity in all hiring decisions.
- Maintain confidential employee personnel files.

Financial Leadership and Treasury

- Serve as Treasurer for the Village and the New Minas Water Commission, ensuring the financial health and accountability of the organization.
- Coordinate the preparation, monitoring, and reporting of operating and capital budgets for both the Village and the Water Commission.
- Ensure monthly bank reconciliations are completed for six accounts and maintain accurate and balanced general ledgers.
- Provide financial reports and updates to the Village Commission, as well as external stakeholders such as auditors, grant providers, NS Utility & Review Board, and municipal provincial governments.
- Develop and implement financial policies, controls, and corrective actions as needed.
- Act as a signing officer for the Village and Water Commission.

Governance and Policy Development

- Draft and prepare agendas for Village and Water Commission meetings in collaboration with the Chair.
- Advise the Village Commission on matters of policy, by-laws, and financial planning.
- Develop, review, and implement policies and processes to ensure compliance with provincial legislation and municipal best practices.

Strategic Leadership and Community Development

- Lead the implementation of the Strategic Plan.
- Liaise with developers, government departments, and community stakeholders to advocate for the Village's interests and priorities.
- Represent the Village in discussions with auditors, legal counsel, engineers, and other professional advisors.

Asset Management

- Ensure proper procedures for the purchase, maintenance, risk management, and security of Village assets, including cash, equipment, and inventory.
- Oversee long-term asset management planning, including infrastructure and reserve funding.

Commissions and Committees

Participate and provide advice, minutes, and support for the following committees:

- Beautification Committee
- Finance & Audit Committee
- New Minas Water Commission
- Occupational Health & Safety Committee
- Regional Sewer Committee (non-voting member)
- Source Water Protection Committee
- Strategic Plan Committee
- Village Commission

Reporting and Miscellaneous Duties

- Submit periodic reports to the Village Commission, government agencies, and other stakeholders as required.
- Undertake other duties and objectives as assigned by the Village Commission.

QUALIFICATIONS AND SKILLS

The ideal candidate will bring:

Education & Experience:

- An undergraduate degree in business, public administration, accounting, or equivalent related education and experience.
- A CPA designation is highly desirable and considered a significant asset.
- A minimum of 3–5 years of experience in financial management, preferably in municipal or public administration.
- Experience with policy development, municipal governance, and public sector operations is strongly preferred.

Technical Expertise:

- Strong knowledge of accounting principles, budgeting, and financial reporting.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Familiarity with municipal legislation, including the Nova Scotia Municipal Government Act, is an asset.

Leadership & Interpersonal Skills:

- Proven ability to lead and inspire staff while fostering a collaborative and professional work environment.
- Strong communication skills, including the ability to engage with diverse stakeholders and represent the Village effectively.
- Demonstrated ability to manage multiple priorities, solve problems, and think strategically.

Other Skills and Attributes

- Strong project management skills, including the ability to oversee multiple initiatives and ensure timely delivery.
- A passion for community building and public service, with a commitment to driving sustainable growth.
- Excellent organization and time management skills to balance competing priorities effectively.