



CAREER OPPORTUNITY:

FINANCIAL AND ADMINISTRATIVE ASSISTANT

The Town of Witless Bay is currently accepting resumes for a **Financial and Administrative Assistant**. This role requires a dynamic individual who thrives in a fast-paced working environment, and works independently with minimal supervision. The successful candidate will report to the Assistant Town Clerk and provide a variety of financial and administrative support duties for the Town. Previous experience in a similar role is a requirement.

This is a **full-time permanent position**, and is based in beautiful **Witless Bay, NL**. Hours of work will be **8:30am to 4:30pm, Monday to Friday**.

Duties and Responsibilities:

- Assisting in the preparation of various financial reports;
- Performing assessment functions;
- Performing accounts receivable and payable duties (including tax payments and collections);
- Monitoring bank accounts and performing reconciliations;
- GST/HST preparation, remittance and rebates;
- Maintain an efficient and secure filing system for all accounting, administrative and financial documents;
- Collect and compile information to ensure the Town records are kept up-to-date;
- Assisting with creating various spreadsheets;
- Attend and participate in meetings and training sessions as required; and
- Other financial and administrative duties as required.

Education, Experience, and General Requirements:

- Post-secondary education or vocational college diploma in office administration with a concentration in accounting;

- 5+ years' of experience in a similar role;
- Proficiency in Microsoft Office Suite, Excel, and Sage computer programs;
- Excellent written and verbal communication skills;
- Excellent attention to detail;
- Superior time management and organizational skills;
- Experience with updating social media and/or websites would be an asset;
- Experience working in a municipal government setting would be an asset;
- Applicants must hold a valid NL driver's license;
- The successful candidate must be able to provide a clear Certificate of Conduct and be bondable; and
- Candidates possessing an equivalent combination of experience and training as outlined for these positions may be considered.

Salary: \$22.12/hourly (NAPE)

Closing Date: November 4, 2021

Start Date: November 15, 2021

If you are interested in joining a dedicated team to provide effective and efficient municipal services and programs, please submit a cover letter and resume.

Applications must be emailed to **office@townofwitlessbay.ca** no later than 4:00pm on November 4, 2021.

The Town of Witless Bay is committed to employment equity and diversity. We encourage applications from all qualified candidates, including women, people of any sexual orientation, gender identity, or gender expression, Indigenous peoples, visible minorities, racialized people, and people with disabilities.