



THE VILLAGE OF
N A K U S P

ASSISTANT TREASURER – TEMPORARY

The Village of Nakusp has a temporary employment opportunity for an **Assistant Treasurer**. Reporting to the Chief Administrative Officer, the Assistant Treasurer assists in the coordination and maintenance of the Village's accounting records.

This is accounting and clerical work of moderate complexity involving a variety of accounts receivable and accounts payable transactions, account reconciliations, property tax/utility billing record keeping, preparation of required journal entries and maintenance of related files and records. The Assistant Treasurer assists the Chief Administrative Officer with preparation for annual external audit and the preparation of the annual five year financial plan.

This position exercises a considerable amount of independence of judgment within established guidelines, and requires establishing and maintaining effective working relationships with a variety of internal and external contacts. Speed and accuracy is also important when processing financial information. This position performs related work as required and will include some front counter and reception duties.

The successful applicant must be comfortable with technology, be a team player and have keen analytical and interpersonal skills. Experience with VADIM software is an asset.

Ideal applicants will have experience in a local government setting and a diploma including courses in accounting or completion of 2nd year CA/CGA/CMA and 2 years' directly related experience or the equivalent combination of education and experience.

This is a temporary Union position filling a medical leave. The rate of pay is \$25.40 - \$27.44 per hour as per the Collective Agreement between the Village of Nakusp and the Canadian Union of Public Employees, Local 2450.

A complete resume of experience, qualifications and references can be sent to the CAO, Village of Nakusp, Box 280, 91 – 1st Street NW, Nakusp, BC, V0G 1R0; Fax: 250-265-3788, or email cao@nakusp.com. This position will remain open until it is filled. The Village thanks all applicants for their interest, however only those selected for interviews will be contacted.