



**N A K U S P**

**VILLAGE OF NAKUSP**

**TREASURER/DEPUTY CLERK**

The Village of Nakusp is seeking a motivated individual who is wanting to take the next step in their career in local government by filling the Treasurer/Deputy Clerk position in our Administration Department. This is a full time, permanent, exempt position.

Reporting to the CAO, the incumbent will be responsible for the effective management and operation of the financial and administrative functions of the Village. The position is responsible for a variety of complex duties including preparing annual financial statements, coordinating the annual audit process, preparing annual municipal financial reports, managing daily general accounting operations, and payroll. The incumbent will also be expected to work with the senior management team in the preparation of the Five Year Financial Plan and related bylaws. This position will have a role in FOI requests, the preparation of reports, bylaws, policies and the administration of the records management system.

The ideal candidate will have proven supervisory, organizational, interpersonal, communication and time management skills as well as the flexibility to adapt to new and changing demands. The role of Treasurer/Deputy Clerk requires handling confidential material with discretion and integrity with thorough knowledge of office and financial procedures and practices.

With a minimum of 5 years related administrative and financial local government experience, the ideal candidate will possess either a degree or diploma in public/business administration or related post-secondary education. Excellent computer skills including proficiency with Word, Excel, and Outlook are very important and experience with municipal accounting software such as Vadim is a definite asset. Applicants must have considerable knowledge of the Community Charter, Local Government Act, PSAB and GAAP.

Nakusp offers a very competitive salary to the right person in addition to an excellent benefit package. Interested applicants should send a resume and cover letter, outlining their salary expectations, to [ltaylor@nakusp.com](mailto:ltaylor@nakusp.com) by 4:00 p.m. on Friday, February 16, 2018.

We thank all who apply however only those under consideration will be contacted

For more information, please contact Laurie Taylor, CAO at 250-265-3689.