

Position:

Accounting Support and Assistant Clerk

Reports To

Treasurer (Finance Responsibilities)

Director of Legislative Services / Clerk (Legislative Responsibilities)

Position Summary

The Accounting Support and Assistant Clerk provides administrative support to both the Finance Department and Legislative Services. The position is responsible for assisting with day-to-day financial administration, including accounts payable, accounts receivable, utility billing, payroll support, reconciliations, and customer service, while also providing Assistant Clerk support for Council and Committee administration.

The position plays an important role in maintaining accurate financial records, supporting legislative processes, and ensuring efficient delivery of municipal services.

Key Responsibilities**Finance**

- Process accounts payable, including invoice verification and payment preparation.
- Process accounts receivable and monitor outstanding accounts.
- Assist with utility billing and customer account inquiries.
- Receive and process customer payments.
- Prepare bank deposits and reconcile daily cash receipts.
- Assist with bank reconciliations and account reconciliations.
- Assist with payroll processing and payroll administration.
- Maintain vendor files and financial records.
- Prepare journal entries and supporting documentation as assigned.
- Assist with monthly and year-end financial reporting.
- Support annual audit preparation.
- Creation of purchase orders
- Provide financial information and excellent customer service to residents, suppliers, contractors, and funding agencies.

Legislative Services

- Assist in preparing Council and Committee agendas.
- Prepare minutes for Council Committees as assigned.
- Assist with records management and document retention.

- Maintain legislative files and electronic records.
- Prepare correspondence, reports, motions, and meeting materials.
- Assist with public notices and advertisements.
- Provide administrative support for Council meetings and Committee meetings.
- Provide backup support to the Clerk.

Provide backup support at the front reception desk, including answering telephones, greeting the public, and responding to general inquiries.

Knowledge, Skills and Abilities

- Knowledge of municipal accounting principles.
- Knowledge of bookkeeping practices.
- Understanding of municipal governance and legislative processes is considered an asset.
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality.
- Strong written and verbal communication skills.
- Excellent customer service skills.
- Ability to prioritize competing deadlines.
- Proficiency with Microsoft Office (Word, Excel, Outlook, Teams).
- Experience with municipal financial software is considered an asset.
- Ability to work independently while contributing effectively as part of a team.

Qualifications

- Diploma in Business Administration, Accounting, Office Administration, Public Administration, or a related field.
- Minimum of two (2) years of experience in accounting, bookkeeping, municipal administration, or a related administrative environment.
- Equivalent combinations of education and experience may be considered.
- Experience in municipal government is considered an asset.

Working Conditions

- Office environment.
- Frequent computer use.
- Regular interaction with Council, staff, residents, suppliers, and external agencies.
- Attendance at evening Council or Committee meetings may occasionally be required.



Core Competencies

- Accountability
- Integrity and professionalism
- Teamwork and collaboration
- Customer service excellence
- Initiative
- Communication
- Problem solving
- Adaptability
- Attention to detail
- Confidentiality

COMPENSATION, BENEFITS, HOURS OF WORK:

- A competitive wage with annual performance reviews to recognize your contributions.
- Access to a robust benefits package, including health and dental coverage, and participation in a pension program.
- Opportunities for training, certifications, and skill development to support your personal and career growth.
- A collaborative workplace that values safety, teamwork, and inclusivity.

How to Apply

Interested applicants are invited to submit a resume and cover letter to:

Village of Fundy Albert

Email: clerk@fundyalbert.ca

Mail or drop-off: 61 Academy St., Hillsborough, NB E4H 2R4

Please clearly indicate "Accounting Support and Assistant Clerk" in the subject line. Applications will be accepted until July 24, 2026, at 4:30 pm.

The Village of Fundy Albert thanks all applicants for their interest; however, only those selected for an interview will be contacted.