



# VILLAGE OF BELLEDUNE

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May 26, 2023

## Job Posting Municipal Clerk Treasurer

The Village of Belledune is seeking an organized, self-starting, career-oriented professional to join our team as Clerk Treasurer. The Clerk Treasurer position is critical to municipal Administrative operations, and covers wide ranging responsibilities. Tasks for the Clerk Treasurer involve, but are not limited to: General Administration, Council Meetings, Property Taxes, Budgeting, Payroll and Benefits, Elections, Accounts Payable and Receivable, and Insurance. Further details on the Clerk Treasurer tasks are available in *Clerk Treasurer Job Description*, which is available for pickup at the municipal office, or can be provided via email by request to [info@belledune.com](mailto:info@belledune.com).

The Clerk Treasurer position requires a very particular skill set. This position requires the candidate to have the ability to handle public contact with friendliness, responsiveness, and discretion. The candidate must be detail oriented, adaptable, flexible and a quick learner. A strong asset would include having considerable knowledge of laws, rules and regulations affecting municipal government. The position requires a strong ability to communicate effectively both orally and in writing with various levels of government officials. The Clerk Treasurer requires the ability to self-supervise to prioritize work, research and resolve problems. This position requires considerable capability to account for and handle money, compose correspondence, meeting minutes, reports and other written materials. Bilingualism would be considered an asset.

If you feel that your strong experience in financial management, combined with an optimistic, enthusiastic demeanor would be a match for this position, we encourage you to send your resume by email to [info@belledune.com](mailto:info@belledune.com), or to deliver your resume in person at the Belledune Municipal Office, located at 2471 Main St. The Municipal Office is open Monday to Friday, 8:00am to 4:00pm, closed from 12:00pm to 1:00pm.

Hand delivered resumes should be in a sealed envelope, and addressed to:

Village of Belledune  
Attention: Chief Administrative Officer  
Competition: **Municipal Clerk Treasurer**

Electronic submittals should have "Competition: Municipal Clerk Treasurer" in the subject line.

The deadline for applications is **Friday, June 9, 2023 at 3:00pm**. We thank all applicants who apply, however only those selected for an interview will be contacted.