



# VILLAGE OF BELLEDUNE

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June 31, 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 office administration; delivery of services; arranging council meeting agendas and minutes; development, submittal and maintenance of annual budget; administration of payroll and benefit; administration of accounts payable and receivable; oversight of municipal insurance; various elections and tax related tasks. 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).

Minimum qualifications for this position are a post-secondary degree or diploma, preferably in Business Administration or related field; a minimum of 5 years financial management experience, preferably as a municipal Clerk Treasurer or in related field; a comprehensive knowledge of management practices and principles, municipal operations and legislation. A Chartered Professional Accountant (CPA) designation would be considered a strong asset.

Salary range for this position is \$67,987 to \$79,042, commensurate with the successful candidate's qualifications and experience.

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, August 18, 2023 at 3:00pm**. We thank all applicants who apply, however only those selected for an interview will be contacted.