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Job Opportunity - Clerk Treasurer

The Village of Newbury is located in Middlesex County with a population of 466.

Reporting to Council, the Clerk Treasurer performs all statutory duties as defined in the Municipal Act and applicable legislation. These duties would include preparing agendas, minutes, reports, and by-laws, maintaining a record system, overall responsible for the Emergency Plan and Accessible Plan. The Clerk Treasurer attends and records all meetings. The Clerk Treasurer also prepares the yearly budget and monthly financial statements for Council's review. The Clerk Treasurer meets with the auditor to assist in the audited financial statements.

Staff from Newbury Community Services (Canada Post Outlet) assists with tax payments, Commissioner of Oath and Affidavits, minimal office duties and as well, photocopying and scanning documents.

Qualifications:

- A degree in municipal, business, public administration or related field.
- Minimum of 5 years of experience in a related supervisor/management capacity, preferably in a municipal office.
- Completion of the AMCTO, or Municipal Administration Program.
- Tax Collector Certificate
- Understanding and experience of the Municipal Act, Election Act, Municipal Freedom of Information and Protection of Privacy Act, Accessibility for Ontarians with Disabilities Act. (AODA) and other applicable municipal legislation.
- Proficient use of computer applications such as Outlook, Word, Excel, Microsoft Office 365, Simply Accounting and Asyst Tax Program.
- Excellent organization, and communication skills.
- Able to set daily goals and adapt to daily issues.
- Able to work alone without supervision.

Salary is negotiable. OMERS pension plan is provided.

Interested applicants are invited to submit a cover letter and resume by February 4th, 2021, by email at office@newbury.ca or by mail or hand delivery.

We thank all those who apply, but only those selected for an interview will be contacted. Accessibility accommodations are available for all parts of the recruitment process. Applicants are asked to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.

Betty D. Gordon
Clerk Treasurer