

## **TOWN OF LUNENBURG, Nova Scotia**

### **Finance Clerk (Term – 2 years)**

Located on Nova Scotia's beautiful south Shore, the Town of Lunenburg is a diverse and vibrant community of +2300 year-round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality of lifestyle and is within a short driving distance to Halifax Stanfield International Airport.

Lunenburg maintains a diverse balance of initiatives that focus on community environment and development providing quality municipal services to the community, is a priority. Lunenburg Town Council and staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg a UNESCO World Heritage Town.

#### **Summary:**

This **in office** position will support our professional and positive finance team with your relatable accounting skills and knowledge. You have strong interpersonal skills and are willing to learn. All responsibilities must be conducted in a professional manner toward the public and fellow employees.

#### **Responsibilities:**

- Preparation and maintenance of all property and sewer tax accounts receivable records, billings, and the collection of same, including but not limited to:
  - Commercial, residential and resource tax accounts and Section 71 tax exemptions
  - Process interest for tax receivables at end of each month
  - Balance tax and sewer receivables each month
  - Input tax adjustments and assessment updates
  - Prepare customer tax and sewer statements as required
  - Process low-income property exemptions and associated adjustments for same, as directed
  - Assist in tax sale preparations
- Provide backup cashier duties and function as the main cashier in their absence
- Prepare tax certificates as required
- Responsible for Electric, Tax and Water PAD (Pre-Authorized Debit) processing including setting up accounts and preparation of documentation for monthly submissions
- Parking Meter coin rolling
- Accounts payable back-up, performing duties as required
- Support Electric Utility Coordinator with intake and assignment of any issues related to Electric Utility customer requests and outage reporting
- Assist with Electric and Water Utility disconnection for non-payment process
- Support special projects including residential water meter roll-out
- Finance administrative support as directed by Finance Director/designate
- Other duties as assigned

**Qualifications:**

- Community College Business Administration – Accounting focus
- Acceptable combination of experienced Bookkeeper – 5 Plus years experience working with full cycle Accounting processes, including Accounts Payable/Receivable and General Ledger
- Advanced knowledge of Excel
- Knowledge and Experience with Office 365 software is required
- Knowledge and Experience with Town Suite an asset
- Possess effective communication skills both orally and in writing, genuine interest in engagement with the public and demonstrated positive interaction
- Ability to quickly learn new systems, multi-task, prioritize and remain focused
- Strong organizational, planning and time management skills
- Possess problem solving and decision-making skills and demonstrated ability to quickly solve an issue
- Available to work 7.5-hour days – some overtime may be required including possible on-call rotation for Electric Utility outages

**Work Conditions:**

- Office environment
- Required to work with management, staff, Council, and a range of stakeholders, with complex priorities and perspectives
- Occasional interaction with stakeholders who may be aggressive or unpredictable

**We Offer:**

A competitive salary commensurate with experience. The Town of Lunenburg offers a comprehensive Benefits package.

Closing date: November 25, 2022 – 4:00 ADT

Please send cover letter and resume in confidence to:

Email: [hr@townoflunenburg.ca](mailto:hr@townoflunenburg.ca)

With FINANCE CLERK-TERM in the subject line

We thank all candidates for your interest – only those selected for an interview will be contacted.

All Candidates must be legally eligible to work in Canada.

*The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.*

Check Us Out!

[www.townoflunenburg.ca](http://www.townoflunenburg.ca)