

JOB OFFER: Administrator - Municipality of Wellington

POSITION SUMMARY

Reporting to the Council, the Administrator is responsible for the day-to-day management of the Municipality's operations. The Administrator is responsible for the financial management and support to the Council and its committees.

DUTIES AND RESPONSIBILITIES

- Manages the day to day affairs of the municipality, based on approved policies and bylaws of the Council.
- Prepares agendas and minutes and attends meetings of the Council and Committees.
- Provides advice as required to the Council on matters of policy and finance.
- Ensures that risks are properly insured through the insurance provider.
- Prepares and maintains policies and bylaws
- Monitors budgets and prepares regular financial reports for the Council
- Prepares applications and claims for all grants available to the municipality.
- Prepares and submits the annual reports to government agencies as required.
- Performs all other assigned duties.

REQUIRED QUALIFICATIONS

THE CANDIDATE WILL POSSESS:

- - proficiency in Simply Accounting, Word, Excel, computer programs
- - a strong understanding of municipal legislation
- - high attention to accuracy and detail
- - excellent spoken and written communication skills in both English and French
- - strong interpersonal skills
- - ability to work with minimal supervision with self-initiative yet be part of a team
- - post-secondary diploma/certificate in Accounting or Business Administration

This is a part-time/weekly position. Salary to be determined based on qualifications. For more information please contact Alcide Bernard at 902-854-2584.

Please email resume to: office@wellingtonpei.ca or
mail to:

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