



**Career Opportunity  
TSA-2022-10  
Assistant-Treasurer  
Town of Saint Andrews**

*On the shores of Passamaquoddy Bay, everything about our Town is special, including our status as a National Historic District with 300 + Heritage buildings. Saint Andrews is a treasure trove of beautiful architecture, stunning scenery and rich marine life. Today we offer all the features of a thriving modern resort voted by USA Today as the Best Place in Canada to Visit in 2017. A visitor destination since the late 19<sup>th</sup> century, it is also a major center of marine science research and education with the Saint Andrews Biological Station, the Huntsman Marine Science Centre and Aquarium and the New Brunswick Community College.*

The Assistant Treasurer is primarily responsible for reporting on the revenue and cash flow of the town's banking, collections, receipts, reporting and investment or disbursement of municipal funds.

**Responsibilities of the role include:**

- Under the guidance of the CAO/Treasurer, leads, directs and administers the general/financial management and day-to-day operation of the Town's finances;
- Prepares monthly financial statements;
- Be the primary staff member who assures the integrity of financial practices, and associated billing, collection, record-keeping, reporting, banking, investment and reserves fund administration;
- Coordinates the preparation of operating and capital budgets and forecasts and oversees and monitors the administration of approved budgets;
- Develops, recommends and if approved, implements and reviews corporate and departmental policies and procedures respecting accounting, purchasing, cash-handling, and other internal financial procedures to meet appropriate account principles and practices;
- Leads the preparation of year-end financial statements and reporting requirements for the Municipality;
- Ensures the implementation of the corporate procurement policy and procedures in accordance with the Procurement Policy and relevant Provincial Acts;
- Undertakes special projects and performs other duties assigned, in accordance with departmental or corporate objectives;
- Ensuring adherence to regulatory requirements such as HST filings, payroll remittances, etc.
- Under the direction of senior staff, provide applications for and receive payments from grant applications.
- Assisting other staff in the implementation and ongoing management of information technology solutions.

**Requirements of the role include:**

- University degree in Finance, Accounting or Commerce or Business Administration Diploma with a focus on Accounting is preferred.
- Eligibility for or holder of the Chartered Professional Accountant (CPA) designation and full membership in the corresponding professional association is considered an asset;
- 3+ years' experience in a related field with progressive responsibility;
- Significant demonstrated management experience in local government finance or an NPO is considered an asset including experience working with elected officials, public sector financial planning, purchasing and taxation experiences, and supervisory experience;
- Computer literacy utilizing the Microsoft Office Suite, related financial information systems and applications, and the Internet;
- Availability to attend evening and/or weekend meetings or other events as required;
- The ability to work in a fast paced, multi-tasking environment.
- After an initial training period, there may be flexibility for occasional remote working.

*Interested candidates should apply to [cspear@townofstandrews.ca](mailto:cspear@townofstandrews.ca) with the subject line **"Assistant-Treasurer"** or by mail to:*

Chris Spear, Chief Administrative Officer  
Town of Saint Andrews  
212 Water St, Saint Andrews, NB E5B 1B4

*The Town of Saint. Andrews appreciates all candidates for their interest; however, only those selected to continue in the selection process will be contacted.*