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NORTHERN VILLAGE OF KUUJJUAQ

Katittavik Town Hall
P.O. Box 210, Kuujjuaq, Que. J0M 1C0
Phone: (819) 964 – 2943 Fax: (819) 964 – 0609

JOB POSTING

The Village is in search of an

ASSISTANT SECRETARY-TREASURER

The Assistant Secretary-treasurer's main fields of responsibility are to assist the Secretary-treasurer in:

Secretarial duties for the municipal corporation, Including:

- tasks related to council meetings, such as taking and countersigning minutes, providing notices of motion, drafting resolutions and by-laws when required, and entering votes, to name a few;
- tasks related to custody of the municipal archives, including all books, registers, plans and other records belonging to or entrusted to the municipal corporation;
- tasks dealing with issues related to the application of zoning by-laws;
- overseeing municipal elections.

Treasury tasks and responsibilities for the municipal corporation: Including:

- preparing the annual budget with the secretary-treasurer;
- overseeing the municipality's daily financial operations and accounting to accurately reflect its financial situation at all times;
- preparing regular financial statements;
- ensuring that funds are available before authorizing any expenditures;
- working closely with the auditor in preparation of the annual financial statements.

Essential Duties and Responsibilities:

- Assists the Secretary-treasurer;
- Posts official notices, including by-laws, to the general public;
- Issues written and oral instructions to secretarial and finance staff; assigns their duties and examines work for exactness, neatness, and conformance to policies and procedures;
- Acts as the Secretary-treasurer when the latter is unavailable or unable to perform his/her duties;
- Performs other duties of a similar nature as directed by the Secretary-treasurer or Mayor.

Qualifications:

- Minimum of grade 12, related experience may be accepted as equivalent;
- Knowledge of computers and software, such as Microsoft Word, Excel, etc;
- Good inter-personal skills;
- Able to communicate fluently, both verbally and in writing in English (fluency in Inuktitut and/or French would be considered a major asset).

Salary:

- salary will be determined depending on qualifications and experience, plus northern cost-of-living, cargo, travel allowances and other benefits after a period of probation.

Training:

- training and support will be provided to the successful candidate**.**

Interested candidates should apply in writing to: **Ian D. Robertson**
Secretary-treasurer
Northern Village of Kuujjuaq
P.O. Box 210
Kuujjuaq, QC
J0M 1C0

Given at Kuujjuaq, Quebec
May 12, 2023

Ian D. Robertson
Secretary-treasurer.

idrobertson@kuujjuaq.ca