

Berwick Finance Department Finance Clerk- Advanced



'The Little Town With a Lot to Offer' The rural Town of Berwick welcomes you into the 'core' of Nova Scotia's Annapolis Valley. Our community is located between the slopes of two glacial ridges, locally known as the North and South Mountains. Historically, Berwick has been a pivot in the province's apple industry. Indeed, the Town is known as Nova Scotia's Apple Capital. Orchards, farms, vineyards, and forests envelope the town, making for an idyllic rural setting. Rural, however, does not mean sleepy.

Our Opportunity

We are looking for an accounting superstar who loves puzzles and challenges, can make any curve ball a home run, enjoys a variety of tasks that showcase their stellar independence, outstanding time management skills and ability to pivot. Reporting to the Director of Finance, you will take on municipal finance with passion and pride, providing excellent service and support to colleagues, residents and all stakeholders that pass through our doors. Berwick is unique as we also have our own Electric Utility. You will provide important financial support for both the Town and the Electric Commission. Financial activity highlights include timely reconciliations, banking transactions, financial reporting and analysis, budgeting and year-end audit! Additional responsibilities include payroll & benefits, and property taxes - just to name a few! If this sounds exciting to you and you can't wait to hear more, you may view the complete job description on the Town's website: <https://berwick.ca/finance-clerk-advanced.html>

Why work with us?

We truly value our people, which means you will be joining an incredible team, in a supportive and positive environment. We are passionate about the roles we play in providing superior service within our community and we take considerable pride in the goals we accomplish together. We invest in our people through supporting and encouraging professional development, so you have the tools to safely succeed in your role. Core values of trust, respect and accountability are extremely important in all we do, and we build our team to share and model these values. Best of all, we like to have fun! We prioritize having fun while we work hard as a team; we enjoy connecting with each other and we genuinely care about one another.

Work/life balance is important to us, and we want everyone to feel refreshed and recharged to perform their job well.

Benefits include access to a health and dental plan, vision care, disability and life insurance and an employee assistance program. We offer a matched pension plan, and we provide all the technology required to be successful in your role. We provide a generous vacation package, and we want you to use it!

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What we're looking for:

Qualifications:

- Post-secondary education in Accounting;
- Minimum of five years of post-graduate experience in Accounting;
- Excellent knowledge of all finance and accounting functions; extensive knowledge of GAAP
- Exceptional time management skills; ability to prioritize tasks and successfully meet deadlines
- Proficient computer skills in programs such as Microsoft 365 and accounting software; demonstrated support for modern technology and innovation
- Champions continues improvement and a positive work environment

Preferred Qualifications

- Experience with PSAB
- Previous experience within a municipality
- Trust fund accounting experience

You have a choice in your career. Why not choose Berwick to join, stay and blossom in your career!

Berwick is an equal opportunity employer. We are committed to recruiting a diverse workforce and supporting an equitable and inclusive environment. A criminal record check will be required from the successful candidate.

Job Type: Permanent, Full Time

To Apply: Please send your cover letter and resume as one document to hr@berwick.ca

Competition Closing Date: July 7th, 2023

Inquiries: 902-538-8068 ext. 4014