

## **EMPLOYMENT OPPORTUNITY (Part-time position)**

### **Chief Administration Officer**

### **Rural Municipality of Wellington**

The Municipality of Wellington is looking for an employee to oversee the administration for Rural Municipality of Wellington.

#### **RESPONSIBILITIES:**

- Ensure the management of the day-to-day affairs of the Municipality by following the policies adopted by the Municipal Council
- Prepare minutes of Board and committee meetings
- Prepare discussion papers on policies requiring Board approval
- Ensure the preparation of budgets and monthly financial reports
- Prepare project funding applications as well as claims and progress reports for Municipal projects
- Ensure the follow-up to the decisions of the Boards of Directors.

#### **QUALIFICATIONS:**

The candidate should:

- have a good knowledge of Simply Accounting (SAGE), Word and Excel software
- have a good knowledge of both official languages
- have a degree or diploma in accounting or business administration or the equivalent
- be comfortable working within a team
- be capable of working with community organizations and provincial and federal government officials

Remuneration: to be negotiated according to qualifications

If you are interested in this position, please send your resumé before **August 14, 2023 by email at [villagewellingtonpei@gmail.com](mailto:villagewellingtonpei@gmail.com)**

#### **Or by regular mail at :**

Rural Municipality of Wellington  
C.P. 26,  
25 Mill Road  
Wellington, PE COB 2E0