



Job Title: Treasurer

Job Type: Full-time position

Reports To: Chief Financial Officer (CAO)

Hanwell Rural Community is seeking a highly skilled Treasurer to lead our community's financial and accounting functions and provide strategic financial advice to council and senior leadership.

The Role

The Treasurer is responsible for the day-to-day administration and management of the Hanwell's financial affairs. The Treasurer is responsible for ensuring that financial transactions are accurate, properly authorized, appropriately recorded, and processed in accordance with applicable legislation, accounting standards, municipal policies and Council direction. The Treasurer provides financial information, advice and recommendations to Council, the Chief Administrative Officer and municipal staff and performs such other duties as may be assigned.

Key Responsibilities

- Administering the Municipality's financial affairs and maintaining accurate financial records.
- Processing municipal revenues, accounts receivable, accounts payable and payments.
- Preparing and processing municipal payroll, statutory deductions and remittances.
- Managing municipal banking, cash flow and bank reconciliations.
- Assisting with the preparation, monitoring and reporting of operating and capital budgets.
- Preparing financial reports and providing financial information, advice and recommendations to council and the CAO.
- Preparing financial records and documentation for the annual audit and financial statements.
- Administering the financial aspects of grants, funding agreements and municipal insurance.
- Maintaining appropriate financial controls and ensuring compliance with legislation, municipal policies and approved budgets.
- Safeguarding municipal funds, financial records and confidential information.
- Identifying and reporting financial discrepancies, risks, irregularities and budget concerns.
- Maintaining records in accordance with applicable legislation and municipal retention requirements.
- Supporting municipal administration and recommending improvements to financial processes, policies and procedures.
- Performing other related duties as assigned by the CAO or Council.

Qualifications and Experience

- Post-secondary education in accounting, finance, business administration or a related field, or an equivalent combination of education and experience.
- 2+ years of progressively responsible experience in accounting or municipal finance.
- Experience with full-cycle accounting, accounts payable, accounts receivable, payroll and financial reporting.
- Experience preparing financial information for management and/or elected officials.
- Experience working with Quickbooks accounting software and Microsoft Office applications, particularly Excel.
- Knowledge of municipal finance, legislation, accounting principles and financial controls is considered an asset.
- Experience working in a municipal or public-sector environment is considered an asset.

Knowledge, Skills and Abilities

- Strong accounting and financial management skills.
- Excellent attention to detail and accuracy.
- Ability to manage confidential and sensitive information.
- Strong organizational and time-management skills.
- Ability to prioritize multiple deadlines and responsibilities.
- Ability to explain financial information clearly to individuals who may not have a financial background.
- Excellent written and verbal communication skills.
- Ability to work independently and exercise sound judgment.
- Ability to establish and maintain effective working relationships with Council, management, employees and the public.
- Demonstrated integrity, discretion and professionalism.

Hours of work, salary and benefits

- Salary range is \$70,000 - \$90,000.
- Location of work is Hanwell Community Centre/Municipal Office (Hanwell Place).
- Monday to Friday, 37.5 hrs/week. Some weekends and evenings may be required.
- Health and Dental benefits after probationary period
- 3 weeks vacation
- Municipal Pension Plan.

Applications for this position must be received by Tuesday, October 6, 2026, and can be delivered in person to 5 Nature Park Drive, Hanwell NB or sent electronically to ncarlin@hanwell.nb.ca.

We thank all applicants for their interest. Only those selected for an interview will be contacted.