

## **Chief Administration Officer (CAO), Resort Village of Aquadeo**

The Resort village of Aquadeo is seeking a FULL-TIME CAO. The CAO will work 5 days per week from 9:00 a.m. to 4:30 p.m. All Council meetings are generally held during working hours.

The CAO reports directly to the council and is responsible for the day-to-day operations of the municipality in accordance with provincial legislation and the bylaws and policies set by Council.

### **As a successful candidate you will have:**

1. Certification in Local Government Authority, or be in the process of completing the LGA courses to obtain certification or be interested in pursuing the LGA. Preference will be given to those that have already completed the LGA courses and have experience as a CAO.
2. Experience with MuniSoft software
3. Extensive knowledge of generally accepted accounting principles.
4. Excellent oral and interpersonal communication skills
5. Working knowledge of Human Resources.
6. Effective ability to prioritize projects and manage time.
7. Proficient in the Microsoft Excel and Word.

### **Responsibilities with the assistance of an administrative assistant include but not limited to the following:**

1. Prepare and organize all required materials for the municipal meetings including agenda, minutes, resolutions, policies and bylaws.
2. Conduct bylaw and policy administration and development.
3. Ensure that all policies and programs of the municipality are implemented, monitored, evaluated and communicated back to Council.
4. Engage in strategic planning and operations planning processes with the council including compiling the annual operating and capital budgets.
5. Ensure complete records of the financial and administrative activities of the Resort Village are maintained, including monthly and annual financial statements.
6. Conduct day to day accounting procedures include A/P, A/R, tax and utility collection and payroll reconciliations while providing council with regular financial reports.
7. Administer the taxation process, including property assessments, levying and tax collections.
8. Liaison with other levels of government including adjacent municipalities and the provincial government

The Resort Village of Aquadeo offers a comprehensive benefits package.

Salary is dependent upon qualifications and experience in accordance with the UMAAS guidelines.

Interested Candidates are invited to submit a cover letter, copy of your Certification and a resume. The resume must include education, experience, certification held and 3 recent employment references.

Email application to the Mayor, Tolanda Baker: [tbaker@lukplumbing.ca](mailto:tbaker@lukplumbing.ca)

or deliver to the Resort Village of Aquadeo Administration office located in Aquadeo.

For more information you may call - 306-386-2942

Applications will be accepted until the position is filled. Only shortlisted candidates will be contract for interviews.