



## **TOWN OF SHELburne Employment Opportunity INTERNAL & EXTERNAL**

### **Classification: Finance & Tax Coordinator – Level 1**

The Town of Shelburne is hiring a **Finance & Tax Coordinator** to manage tax and utility billing (water, sewer, solid waste), Shelburne Marine Terminal billing, account reconciliation, and general accounting tasks such as accounts payable and petty cash. This role also supports financial reporting, WCB submissions, and other administrative duties.

The ideal candidate will possess strong financial knowledge, attention to detail, and the ability to efficiently manage multiple billing and accounting responsibilities.

#### **Ideal candidates will have:**

- Strong financial and accounting knowledge
- Excellent communication and problem-solving skills
- Proficiency in Microsoft Word and Excel
- Ability to work independently and meet deadlines
- Knowledge of municipal processes and health & safety guidelines

Join our team and contribute to the efficient financial operations of the Town.

**Hours of Work:** This is a full-time permanent, unionized position. Mondays – Fridays, 35 hours/week with some overtime work.

**Supervision:** The Finance & Tax Coordinator will report to the Manager of Finance

For a more detailed job description or with other questions about the position, please contact Daniel MacKay at 902-875-2991 ext. 8 or email ([daniel.mackay@shelburnens.ca](mailto:daniel.mackay@shelburnens.ca)).

Applicants are invited to submit their cover letter and resume in person to Daniel MacKay or by email ([daniel.mackay@shelburnens.ca](mailto:daniel.mackay@shelburnens.ca)) by July 11<sup>th</sup>, 2025 at 3:00pm.

Only those applicants receiving an interview will be contacted.

*Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Town of Shelburne has an employment equity objective, and we welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.*