



THE MUNICIPALITY
OF THE COUNTY OF
RICHMOND

Employment Opportunity

Financial Reporting and
Accounts Receivable and Payable

Internal/External Job Posting – Bargaining

Unit Position (NSGEU Local 161)

The Municipality of the County of Richmond is currently accepting applications for the full-time permanent Financial Reporting and Accounts Receivable and Payable Position. Please note that this is a unionized position and bargaining unit employees (NSGEU Local 161) are given priority consideration. External applications will only be reviewed if there are no qualified internal candidates.

Responsibilities

Working under the direction of the Director of Finance, the Financial Reporting and Accounts Receivable and Payable Clerk is responsible for providing financial, administrative, and payroll services and support to ensure the effective and efficient operation of municipal financial functions.

Specific duties include:

- Processing and monitoring accounts receivable and accounts payable transactions.
- Preparing, processing, and monitoring payroll to ensure staff are paid accurately and on a timely basis.
- Assisting with financial reporting and ensuring municipal financial records are accurate and up to date.
- Preparing and processing Arena receivables and ensuring revenue is collected in a timely manner.
- Processing and monitoring payments and expenditures in accordance with municipal policies and procedures.
- Providing administrative and financial support to the Finance Department as required.
- Responsible for maintenance of the assessment roll.
- Any other duties which the Municipality may require from time to time.

Qualifications

- Post-secondary education in Accounting, Finance, or a related field, or an equivalent combination of education and experience.
- Previous experience in accounts receivable, accounts payable, payroll, and financial reporting.
- Strong organizational skills with attention to detail and accuracy.
- Proficiency with Diamond Municipal Solutions Software and Microsoft Office applications.
- Ability to work independently and collaboratively in a team environment.
- Experience in a municipal environment considered an asset.

Terms and Conditions of Employment

County Administration operates Monday to Friday from 8:30 a.m. to 4:00 p.m. The regular hours of work for this position are 35 hours per week. The Municipality has an approved salary scale for this position. Placement and incremental increases on the scale are based on qualifications, experience, and demonstrated ability to perform the responsibilities of the position.

For further details, the full job description can be found at: www.richmondcounty.ca

Earliest Start Date: February 2, 2026

Application Process

Interested candidates should forward their resume by 4:00 p.m., Thursday, January 22, 2026, to:

The Municipality of the County of Richmond

Attn: Kathleen Jeffrey, Director of Finance 2357 Highway 206 Arichat, NS BOE 1AO

or via email to: kathleen.jeffrey@richmondcounty.ca

Employment Equity

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Municipality of the County of Richmond welcomes 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. Applicants are encouraged to self-identify.

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly.

LARGE OFFICE SPACE FOR RENT

Port Hawkesbury Industrial Park

2 MacLean Court, Port Hawkesbury

Contact: Nicole Fawcett
902-625-3300
nicolefawcett@porthawkesburyreporter.com



Causeway Electrical Supplies Ltd requires an

ELECTRICIAN STORE MANAGER

send resumes to:
accountscauseway@eastlink.ca

Causeway Electrical Supplies
25 MacIntosh Avenue
Port Hawkesbury, NS

Locally owned and operated since 1983.

Strait Regional Centre for Education

Registration Information: Pre-Primary Program and Grade Primary (English and/or French Immersion) for the 2026-2027 School Year

Parents and guardians wishing to register for the Pre-primary Program and/or Grade Primary (English and/or French Immersion) for September 2026 may do so **during the week of January 19 to 23, 2026**. If you are considering registering your child(ren), it is important you do so at this time.

How to Register: Complete the School Registration Form which may be accessed in the Resources section of the SRCE website and provide the form directly to the school via mail or email along with a copy of the child's birth certificate and provincial health card.

Pre-primary Program

- Children who are four (4) years of age on or before December 31, 2026, are eligible to attend.
- This is a voluntary program and children may only attend for one year.
- There is no fee for the Program.
- Please contact the SRCE Transportation Department staff by email at transportation@srce.ca or by phone at 902-747-3645 to determine your eligibility to receive bus service.
- When there are available pre-primary spaces, families who live outside a school's catchment area may apply to have their child attend a Program out of catchment by submitting an *Application for Transfer of Students within the Region Request Form* located in the Resources section of the SRCE website. Families must first register at their local school prior to submitting a transfer request. These spaces are limited and will only be considered when space is available and no additional staffing is required to accommodate the request.
 - In the event a child has been approved to attend a Program outside their family's catchment area, bus routes will not be altered.

Grade Primary (English and/or French Immersion)

- Children who are five (5) years of age on or before December 31, 2026, are eligible to attend Grade Primary. Parents/guardians may take advantage of this opportunity for children to attend school or opt to wait an additional year before having their child start school. Parents/guardians are the best judges of whether their children are ready to start school.
- Please Note:** Parents of pre-primary children currently attending a SRCE Program are not required to register their child for Grade Primary if attending the same school. Parents of pre-primary children are required to contact the school if they wish to enrol their child in the French Immersion Program.
- Please contact the SRCE Transportation Department staff by email at transportation@srce.ca or by phone at 902-747-3645 to determine your eligibility to receive bus service.
- French Immersion Program**

The French Immersion Program is available to all students in the Strait Region and is offered at the French Immersion school closest to your home. Schools that offer French Immersion starting in Grade Primary include Antigonish Education Centre, Cape Breton Highlands Education Centre/Academy, East Richmond Education Centre, Felix Marchand Education Centre and Tamarac Education Centre. Please contact the Principal at these schools for more information on the French Immersion Program.

- When there are available primary spaces, families who live outside a school's catchment area may apply to have their child attend a school out of catchment by submitting an *Application for Transfer of Students within the Region Request Form* located in the Resources section of the SRCE website. Families must first register at their local school prior to submitting a transfer request. The request will be considered in accordance with the Provincial Class Cap Guidelines and/or if no additional transportation and staffing costs will be incurred to accommodate the request.
- For more information, please refer to the SRCE's brochures, *Starting Grade Primary: A Guide for Parents/Guardians and French Second Language Programs*, available in the Resources section of the SRCE website (www.srce.ca) or by contacting Regional Office.

For more information, please contact the school in your area. You may access the School Directory on the SRCE website at <https://www.srce.ca>.

srce@srce.ca

Strait

Regional Centre for Education

www.srce.ca

Tel: 902-625-2191 /

1-800-650-4448

the Reporter

THE STRAIT AREA NEWS

When you
need answers,
WE'RE HERE! OUR NEWSPAPER
KEEP YOU
INFORMED!

**MUNICIPALITY OF THE COUNTY OF
ANTIGONISH**

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE THAT the Council of the Municipality of the County of Antigonish intends to consider and, if deemed advisable:

a) Amend the Local Improvements By-law, Subdivision By-law, and Land Use By-laws for the County of Antigonish, and amend the Municipal Planning Strategies and Land Use By-laws for the West River Antigonish Harbour, Central Antigonish, Eastern Antigonish County, and Keppoch Beaver Mountain planning areas.

The proposed amendments would update planning policies and land use regulations to permit accessory dwelling units, including secondary suites and garden suites, in additional zones and planning areas, and to revise related development standards. The amendments also include changes to the Local Improvements By-law and Subdivision By-law related to municipal infrastructure and subdivision requirements.

Copies of the Staff Reports, providing more detailed information on the proposed amendments, can be inspected at the office of the Antigonish Council Chambers, at 285 Beech Hill Road, between the hours of 8:30 am and 4:30 pm weekdays (excluding statutory holidays), on the Eastern District Planning Commission website www.edpc.ca, or by contacting Toll Free 1-888-625-5361.

Any written or oral presentations (in favour or opposition) to the proposed recommendations can be made before Municipal Council at a Public Hearing to be held on:

Tuesday January 27, 2026, at 7:30pm

Council Chambers

285 Beech Hill Road, Antigonish County

Posted January 12, 2026 on the County of Antigonish Website and distributed by The Reporter and The Guysborough Journal on January 14, 2026 in accordance with the requirements of the *Municipal Government Act*.

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