



# THE TOWN OF CUPIDS

*"Birthplace of English Canada"*

299-307 Seaforest Drive

P.O. Box 99 Cupids, NL A0A 2B0

[townofcupids@eastlink.ca](mailto:townofcupids@eastlink.ca)

[www.townofcupids.ca](http://www.townofcupids.ca)

Phone # (709) 528-4428

Fax # (709) 528-4430

Mayor: Rod Delaney

Deputy Mayor: Alex Dawe

The Town of Cupids is seeking qualified applicants to fill the position of:

**Casual/Call In Town Clerk.**

This position reports directly to the Town Clerk.

**SPECIFIC ACCOUNTABILITIES or DUTIES AND RESPONSIBILITIES:**

- Arranges for the safekeeping of all the funds and securities, and receipt of all monies
- Keeps and maintains records for all financial transactions and of all assets and liabilities of the municipality.
- Contributes to the development of the annual budget and provides financial analysis as needed.
- Issue of permits, certificates, licenses, notices and other documents, in adherence to municipal development regulations.
- Attends all Council meetings and other meetings as required.
- Makes weekly bank deposits.
- Receives and responds to written representation made to Council.
- Other duties as assigned by the Town Clerk.

**EXPERIENCE/ATTRIBUTES/SKILLS:**

- Experience with financial management, accounting and/or bookkeeping is an asset.
- Excellent customer service skills and ability to maintain discretion in a confidential environment with a high level of attention to detail.
- Political astuteness, tactfulness, with knowledge of municipal government processes.
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines.
- Effective inter-personal, management, and written and oral communication skills.
- Ability to manage contracts, projects, and maintenance requests.
- Assist with development and application of Council policies, previous and new.

**OTHER REQUIREMENTS:**

- Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment.
- Applicants are invited to submit their resume and cover letter by Friday August 22, 2025 no later than Noon.

[Townofcupids@eastlink.ca](mailto:Townofcupids@eastlink.ca)

or

Cupids Town Hall 299 - 307 Seaforest Drive

**Please note: The Town of Cupids appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.**