

Cothrom Cosnaidh | Employment Opportunity

Oifigear an Ionmhais | Financial Officer

Baile nan Gàidheal | Highland Village

About Us

Join Baile nan Gàidheal | Highland Village Museum as we step into an exciting new phase of development and programming!

Baile nan Gàidheal | Highland Village is an outdoor living history museum and Gaelic folklife centre that illustrates the story, culture and identity of Nova Scotia Gaels. The Village is located on a stunning 43-acre property overlooking the majestic Bras d'Or Lake in Iona, Nova Scotia. The community is located in the centre of Cape Breton Island, almost completely surrounded by the Bras d'Or Lake – a UNESCO Biosphere Region and Canada's Only Inland Sea.

The Highland Village visitor experience begins in the newly constructed, 7,700 sq ft, state of the art Visitor Centre. The Visitor Centre houses exhibits, administrative offices and boardroom, an archives and research centre, a gift shop, and a performance/meeting area. In addition to the Visitor Centre, the Highland Village houses twelve period buildings in total. Each of these historic buildings represents a period in time interpreted by costumed animators that celebrate the language, craft and culture of Nova Scotia Gaels through time.

The Vision of the Highland Village Museum is to be the leading Gaelic folklife centre, recognized in Nova Scotia, nationally and internationally as an essential institution for continuing development and representation of a vital and sustainable Gaelic community. Our mission is to grow as a Gaelic folklife centre that bilingually nurtures, communicates and celebrates the heritage and cultural identity of Nova Scotia's Gaelic community.

Baile nan Gàidheal | Highland Village is a part of the Nova Scotia Museum, the family of provincial museums, and is operated locally by Comunn Baile nan Gàidheal (The Nova Scotia Highland Village Society), a registered charity.

About Our Opportunity

Reporting to the Executive Director, the Financial Officer will support the daily operations in areas such as financial management, human resources, and information management, while adhering to the mission and values of the Highland Village Museum.

Primary Accountabilities

- Process biweekly payroll and staff benefits.
- Weekly accounts payable processing, including issuing invoices, receipts, cheques, and digital payments.
- Manage daily and weekly cash deposits.
- Handle monthly and quarterly bank reconciliation.
- Replenish petty cash.
- Record all credit card transactions and bank statements.
- Collaborate with the Executive Director and Administration Assistant to ensure responsible and accountable operations within budget parameters.

Other Duties

- Adhere to Occupational Health & Safety and other policies.
- Participate in training and professional development, including Gaelic language training.
- Demonstrate enthusiasm for the museum's vision.

Qualifications & Experience

- Post-Secondary Education in office administration or accounting.
- Prior relevant experience considered an asset.
- Organizational and project management experience.
- Knowledge of Nova Scotia Gaelic culture and material culture.
- Ability to work collaboratively and manage human resources effectively.
- Strong communication skills, both verbal and written.
- Proficiency in computer software (e.g., Microsoft Office, Quickbooks, Payworks).
- Clean criminal records check required before hiring and every five years.

Working Conditions

- This is a part-time, year-round position at 20 hours per week.
- Normal office environment, with the possibility of remote work available. A minimum of one day per week in the office is required.
- Evening and weekend work may be required, specifically during the busy summer season

Salary Range & Benefits

Wage scale is \$21.84 - \$23.33 per hour – compensation dependent on successful candidate's experience. Optional BlueCross benefit package available.

Employment Equity Statement

Our goal is to be a diverse workforce that is inclusive and representative, at all job levels, of the communities we serve. We welcome applications from all equity groups. If you are a member of an equity group, please self-identify on your electronic application.

How to Apply

Only electronic applications will be accepted.

To apply, send a resume and cover letter to Melissa Blunden, Executive Director, Baile nan Gàidheal at melissa.blunden@novascotia.ca

Please ensure you demonstrate in your application how you meet the above qualifications.

Applications must be received by end of day on Friday, June 28, 2024.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Full job description available by request – please email melissa.blunden@novascotia.ca