

# EMPLOYMENT OPPORTUNITY

## Office Clerk – Summer Term

The RM of Pipestone invites applications for an Office Clerk – summer term position. The position is available to start in May and will conclude end of August.

### Position Description:

- Process payments received at the counter, and by mail, reconciles payments, and prepares bank deposits;
- Answers and directs public inquires received in person and by telephone;
- Issue Tax Certificate
- Various record keeping and filing
- Updates Royalty report and reconciles to general ledger to ensure it completeness and reports to council monthly.
- Reconciles PAREC billed invoices to payments received.
- Makes updates to the Municipal website

### Skills:

- Basic computer skills and use of MS office.

### Schedule:

- Monday to Friday, 70 hours bi-weekly

Wage dependent on experience. Wage range \$17.52 - \$21.63 per hour.

This position is eligible to Youth aged 15 to 29 years, resident in Manitoba and legally entitled to work in Canada.

For more information or a job description please contact the office at 204-877-3327 or email [hrpipestone@rmofpipestone.com](mailto:hrpipestone@rmofpipestone.com).

**Applications will be accepted until Friday, March 22nd, 2024**

To apply, please submit your resume and indicate your available starting date:

Mailed to: c/o Human Resources, RM of Pipestone, Box 99, Reston, MB, R0M 1X0

Emailed to: [hrpipestone@rmofpipestone.com](mailto:hrpipestone@rmofpipestone.com)

Or faxed to: 204-877-3999

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Disability accommodations available upon request.