EMPLOYMENT OPPORTUNITY

Finance Clerk –Term Position

The Rural Municipality of Pipestone is now accepting applications for full-time term position of Finance Clerk. Duties to commence as soon as possible.

Duties Include:

Reporting to the Manager of Finance, this position is responsible for assisting with financial preparation and reporting. Ability to work without supervision in preparation of month end and year end reporting and assisting with audit preparation. Assistance with annual budget preparation process will be essential.

Qualifications:

Essential:
- Grade 12, G.E.D., or Mature High School Diploma;
- Strong communication skills, both written & verbal;
- Ability to display initiative and problem solve;
- Strong interpersonal skills;
- Strong organizational skills;
- Proficient in Accounting Software, Microsoft Office;
- Experience working independently with minimal supervision;
- Experience working in a team environment;
- Minimum two (2) years of finance experience;

Desired:
- Municipal finance experience;
- Strong proficiency with Microsoft Excel;
- Post Secondary Diploma or equivalent in Accounting or a related field;

Hours Monday – Friday 9:00 am – 5:00 pm - 35 hour week. Salary commensurate with experience and qualifications.

For further information regarding this position please Municipal Office 204-877-3327

Applications will be accepted until position is filled

Why Work With Us?
- Opportunity to make a meaningful impact on community wellness and engagement
- Supportive team environment
- Variety in day-to-day work, including programs, events, leadership, and public interaction

How to Apply
A resume and cover letter can be emailed, delivered, mailed or faxed to:
Rural Municipality of Pipestone
Box 99, Reston, MB R0M 1X0
Phone: 204 -877-3327
Fax: 204-877-3999
Email: hrpipestone@rmofpipestone.com

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

MUNICIPALITY OF
PIPESTONE
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