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Career Opportunity

Job Opportunity: Finance Clerk

The Rm of West Interlake is seeking a detail-oriented, organized, and reliable professional to join our municipal team. This role balances vital financial record-keeping with front-line administrative support, ensuring the smooth daily operation of our local government.

Key Responsibilities:

Financial Administration

- Tax Operations
- Accounts Payable & Receivable
- Cash Management
- Clerical & Reception Support
- Public Relations
- Office Coordination
- Executive Support

Qualifications & Experience

- Strong experience working safely with confidential information.
- Proven data entry and word processing skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).

Knowledge, Skills, and Abilities

- **Municipal Operations:** Basic knowledge of municipal administration, modern office procedures, and record-keeping.
- **Communication:** Excellence in business writing and positive interpersonal skills for interacting with the public and coworkers.
- **Independence:** Strong organizational skills with the ability to prioritize tasks, work independently, and meet goals

Wages: Compensation will be based on knowledge and experience

Please submit your letter of application and resume in an envelope marked "Finance Clerk Position" in person at the office or email to info@rmofwestinterlake.com with "Finance Clerk Position" in the subject line.