

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:

- Balance daily cash receipts to cash drawer and prepare bank deposit.
- Process tax certificate payments and issue tax certificates in accordance with the tax certificate procedures.
- 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
- Processing accounts payable invoices

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 Melanie at 204-877-3327.

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

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

Mailed to: Box 99, Reston, MB, R0M 1X0

E-mailed to: hrpipestone@rmofpipestone.com

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.

Feel the Momentum... Experience the Energy!

www.rmofpipestone.com