



# Town of Nipawin

## Employment Opportunity

### Finance Officer

The Town of Nipawin is seeking a Finance Officer to assist the Director of Finance & Administration with department duties. Nipawin is a progressive, forward thinking, and beautiful destination community with the Mayor, Council, and staff working hard for the benefit of the community, its residents, and business industry sectors.

The incumbent reports directly to the Director of Finance & Administration and will assist with many department duties, such as financial reporting, budgeting, audit preparation, and bylaw, policy, and procedure development. The incumbent will also provide support with the development of best practices for the Finance & Administration Department.

The applicant must possess excellent communication and interpersonal skills, and have experience working in the accounting sector. A university degree or a certificate in commerce or business is preferred, with experience working in municipal financial administration an asset. A detailed job description may be obtained by contacting the Town of Nipawin office at (306) 862-9866, or by accessing it on our town website at [www.nipawin.com](http://www.nipawin.com).

Please submit a detailed resume, complete with a cover letter and including appropriate references, to the following by **4:00pm local time on Friday, July 13<sup>th</sup>, 2018:**

TOWN OF NIPAWIN  
Attn. Lesley Richer, Director of Finance & Administration  
P.O. Box 2134  
Nipawin, SK S0E 1E0  
Phone: 306-862-9866  
Email: [l.richer@nipawin.com](mailto:l.richer@nipawin.com)

We appreciate the interest of all applicants; however only those selected for interviews will be contacted.