

Town of Hepburn



Accounting Clerk/Administrative Assistant Permanent Position

Date Posted: February 7, 2025

Employment Term: Part-time Permanent Position

Wage: Based on Experience

Deadline: Applications will be accepted until the position is filled.

The Town of Hepburn is seeking a dynamic and detail-oriented individual to join our team as an Accounting Clerk/Administrative Assistant (approximately 21 hours per week).

The Town of Hepburn is a vibrant rapidly growing community just north of Saskatoon. Excellent amenities include a strong business district, arena, bowling alley, K-12 public school, and churches. A unique feature is Heritage Common, a full-service Events Centre featuring hall, gymnasium, meeting rooms, commercial kitchen, dining room, camping, and rooms for rent. A perfect space for weddings, meetings, conferences, and tournaments. Visit our websites at hepburn.ca and heritagecommon.ca

Core Function:

This position plays a crucial role in supporting the day-to-day operations of the municipal office and Events Centre by completing data entry, processing financial information, providing customer service, and administrative support.

Qualifications:

- Proficient computer skills, including a municipal financial accounting software such as Munisoft and Microsoft Office, including word, excel, power point & outlook.
- Accounting or Office Administration Diploma or certificate.
- Ability to provide a high level of customer service.
- Excellent communication and interpersonal skills.
- Ability to handle tasks with confidentiality and discretion.
- Detail-oriented with strong organizational and multitasking abilities.
- Municipal experience would be an asset but is not a requirement.

The Town of Hepburn offers a comprehensive benefit package through SUMA (Canada Life) and an excellent pension (benefit-pension package) through MEPP, and other policy driven benefits including a clothing allowance.

Please submit Cover Letter, Resume, Salary Expectations, and References by February 28, 2025 to:

Town of Hepburn

Box 217

Hepburn, SK S0K 1Z0

Email: careers@hepburn.ca

The Town of Hepburn is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest, but only those selected for an interview will be contacted.