



Town of Rimbey Employment Opportunity

Accounting/Administration Clerk

This is a full-time permanent position. Reporting to the Director of Finance and Administration, the individual will work in all aspects of daily operation of the administration office, with a focus on customer service, responding to public enquiries, processing applications for development, and some bookkeeping duties.

Minimum Qualifications:

- Grade 12 diploma or equivalency
- Comfortable with, and proficient in, the use of computers and a variety of applications
- Strong problem solving, public relations and interpersonal communication skills
- Some bookkeeping knowledge
- Experience handling cash
- Articulate and well organized
- Ability to work in a team environment

Prior experience in a municipal government setting is desirable, but not required.

Salary Range: The salary range for this position is \$29,104 - \$33,356 annually. The Town of Rimbey also offers a comprehensive benefits package and pension plan.

Hours of Work: The hours of work for this position are 35 hours per week, Monday to Friday. Infrequent overtime may be required as part of this position.

Deadline for applications is 4:30 p.m., June 27, 2011. Candidates should submit their resumes, references and certifications, to:

Town of Rimbey
Attn: Jackie Mechlaoui, Director of Finance and Administration
Box 350
Rimbey, AB T0C 2J0
Fax: (403) 843-6599
E-mail: jackie@rimbey.com