

# ***EMPLOYMENT OPPORTUNITY***

The Village of Beechy  
invites applications for a term position as  
**Chief Administrative Officer.**

Strong preference will be given to candidates who have an  
Urban Standard Certificate and experience using MuniSoft, WORD and Excel

Some duties include but are not limited to:

- Maintenance of Assessment and Tax Roll
- Annual Budget
- Tax Levies, collection of delinquent accounts, Tax Enforcement records
- Utility accounts and billings
- Accounts Receivable and collection
- Completing government reports and applications
- Monthly Council Meeting Preparations
- Committee Meeting Preparations
- General office duties

Term: March 2022-September 2023.

Salary and Hours of work will be negotiated. Start date is commensurate with  
experience. The office is currently open 4 days per week.

Please submit a detailed resume providing work related references and salary  
expectations to:

**Village of Beechy**  
**Box 153**  
**Beechy SK S0L 0C0**  
**email: [beechy@sasktel.net](mailto:beechy@sasktel.net)**  
**Phone (306) 859-2205**

Position will stay available until filled.

Thank you to all that apply, however, only those selected for an interview will be  
contacted.