

EMPLOYMENT OPPORTUNITY

The Village of Beechy
invites applications for a permanent 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

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
Phone (306) 859-2205

Position will remain open until filled.

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