



TOWN OF MAIDSTONE

Position: Finance Officer

Location: Town of Maidstone, Saskatchewan

Closing Date: Open until filled

Community Profile

Located 35 minutes from Lloydminster along Trans-Canada Highway 16, Maidstone is an established community of over 1,200 residents in the midst of a region full of growth and economic opportunity.

This community has recently achieved several long-term goals, and is now seeking a Finance Officer to participate in moving the municipality forward into the next phase of its development.

Position Summary

You will provide primary support to the Administrator in managing the activities of all municipal departments to implement the policies, strategic plans, and levels of service as approved by Council. This multifaceted role encompasses a broad range of administrative, financial, and strategic responsibilities which must be managed in an effective and efficient manner.

Key Responsibilities

- Prepare payroll on a bi-weekly basis & MEPP, Rec Gen, & SUMA remittances on a monthly basis.
- Accounts Payable – check & code invoices & process cheques with high attention to accuracy & neatness, ensure all approvals accounted for & file documents concurrent to auditor requirements.
- Accounts Receivable invoicing, reports, & balancing.
- Fulfill the responsibilities of Receptionist/Secretary or Admin Clerk 1 when vacant.
- Utility Meter Reads, Open/Close documents, Utility Subledger changes for open, close, final readings adjustments, & bi-monthly Utility Billing from start to finish (excepting stuffing/mailout of envelopes).
- Assist Administrator with preparation of agenda and resolutions for Council meetings.
- Assist in preparing council meeting books, minutes, correspondence, signatures & filing.
- Provide clear & concise information to residents & clients based on a firm knowledge of Town bylaws.
- Provide clear & concise information on & administration of cemetery plots, burials, & database.
- PubWorks service requests, spreadsheets, google accounts, retention/storage messages, photos, maps.
- PubWorks Machinery, Vehicles & Equipment document filing, repair & maintenance recording, and Conditions recording for Asset Management.
- Update the Website, Facebook messages, bylaws, & repealed bylaws.
- Provide information to residents and clients in the areas of responsibilities.
- Other work-related duties as prescribed by the Administrator.

Qualifications:

- Post-secondary education in an area of competency required of the position an asset
- Office Experience in some or all the above noted responsibilities.
- Highly knowledgeable & efficient with computers, Microsoft WORD & EXCEL, websites, social media.
- Clear & concise communication skills – verbal and written, willing to upgrade.
- Strong organization skills, prioritizing skills and attention to detail.
- Demonstrated proficiency managing a variety of responsibilities and deadlines.
- Superior public relations, communication, and conflict-resolution skills.
- Bondable and able to complete excellent work with minimal supervision.
- Ability to work independently & with confidential and sensitive matters.

The Town of Maidstone offers competitive salaries that are commensurate to an individual's qualifications and experience, as well as attractive medical and pension benefits.

How to Apply:

Interested candidates are invited to submit a cover letter and resume to Don McCallum at administrator@townofmaidstone.com . Alternatively, you may drop off your cover letter and resume in person at the Town Office, located at 112 1st Ave. W. in Maidstone.

The Town of Maidstone thanks all applicants for their interest. Only shortlisted candidates will be contacted for interviews.