

EMPLOYMENT OPPORTUNITY

The Village of Beechy
invites applications for a term position as
Village Administrator.

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
- Election duties
- Monthly Council Meeting Preparations
- General office duties

Term: June 2019-November 2020.

Salary and Hours of work will be negotiated. 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

Applications close March 13th 4:00pm.

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