

Administrator – Village of Zenon Park

Are you looking to make a difference in a community? Zenon Park is a young and vibrant community that could use you. The Village invites applications for the part-time position of Administrator.

Under the authority and direction of Council, the Administrator is responsible for the implementation of all operations in accordance with policies, bylaws and legislation.

Candidates must be eligible for employment in Canada.

Desired qualities in a successful candidate:

- Extensive knowledge of accounting and payroll procedures
- Prior municipal experience
- Knowledge of MuniSoft systems (RC, TX, UB, AP, GL)
- Knowledge of QuickBooks
- Proficiency in the use of Microsoft Office Suite (Excel, Word)
- Works well independently
- Discretion and understanding of confidentiality, LAFOIP, and Conflicts of Interest
- Excellent time management so as to meet strict deadlines with a high degree of accuracy
- Must interpret policies, bylaws, and legislation appropriately and fairly
- Excellent written and verbal communication and public relation skills

Preference will be given to a candidate with a Standard "C" Certificate or equivalent, or who is enrolled in the Local Government Administration courses and working toward their certificate

The village is anticipating that this position will start on a part-time basis on January 21, 2025. The village will consider starting training on a casual or contractual basis before January 21, 2025 if the successful candidate is available and willing. The position offers a competitive wage based on the UMAAS wage scale. Enrollment in MEPP is available immediately that the 19.5 hour per week employment commences. SUMA extended health benefits are available upon successful completion of the 6-month probationary period. The successful candidate must undergo a Criminal Records Check.

Qualified candidates are encouraged to electronically submit their resume, a cover letter, references, and salary expectations to the following address:

Village of Zenon Park
PO Box 278
Zenon Park, SK S0E 1W0

Or email to vofzenon@sasktel.net

This posting will be open until a suitable candidate has been found.

We thank all who apply and advise that only those selected for further consideration will be contacted.