



# Municipal District of Fairview No. 136

## Finance Assistant (Permanent, Full-Time)

The Municipal District of Fairview No. 136 (MD) is seeking a dynamic individual for the permanent, full-time position of Finance Assistant. Reporting to the Director, Corporate Services and Finance, the Finance Assistant is responsible for varied administrative and accounting activities within the areas of accounts payable, accounts receivable, utilities, payroll, and other finance related functions. You will be joining a team that is passionate, dedicated, open-minded, and cheerful at work.

The position works full-time, 35 hours per week. The MD offers a competitive compensation and benefit package with the hourly wage starting at \$29.56 per hour.

### Qualifications:

- High School Diploma or General Educational Development (GED),
- Minimum one (1) year business, office or accounting-related post-secondary certificate, and
- Minimum three (3) years recent (within the last five years) and relevant accounting work experience.

Other combinations of education and experience may be considered. Experience in local government considered an asset.

All interested candidates are invited to review the complete position description that can be found on MD's website at [www.mdfairview.ca](http://www.mdfairview.ca).

The MD of Fairview is committed to protecting the health and safety of its employees and has an Alcohol and Drug Use policy. The position above will be subject to compliance with this policy and all other Municipal policies. Participation in the Municipal Health and Safety Program is mandatory.

Please forward your resume to Human Resources: E-mail: [hr@mdfairview.ab.ca](mailto:hr@mdfairview.ab.ca) | Fax: 780.835.3131 | Mail: Municipal District of Fairview No. 136, PO Box 189 Fairview, AB T0H 1L0

We thank all applicants in advance. Only those applicants chosen for interviews will be contacted. This position will remain open for applications until December 3, 2024.