

The RM of McKillop No. 220 is currently accepting applications for the position of

ADMINISTRATIVE FINANCIAL OFFICER

The position is available immediately, or as arranged with the successful candidate.

As Administrative Financial Officer, you will be responsible for all required duties set out in *The Municipalities Act* and all other provincial legislation relating to the position of Administrator plus all financial administration and financial management of the RM. Candidate must possess strong skills in public relations, policy writing, management of capital projects and human resources. Familiarity with the requirements of *The Planning and Development Act, 2007* and knowledge relating to the administration of Organized Hamlets is also beneficial.

The RM of McKillop No. 220 consists of five full townships and four partial townships along with 945 subdivided residential lots found in 20 resort communities located along the east shore of Last Mountain Lake. The 20 resort communities are comprised of 9 Organized Hamlets and 11 Unorganized Hamlets. The RM owns and operates a sewage lagoon, several water distribution systems and community wells and is a member of the regional landfill. Further information may be found at www.rmofmckillop220.com

The successful candidate will possess, at minimum:

1. Rural Class "A" or Urban "Advanced Level 1" certificate of qualification;
2. Minimum of 15 years administrative experience in administration of rural and/or urban municipalities;
3. Extensive experience with all Munisoft modules, and Microsoft Office Suite software.

Applications will be accepted until 4:00 pm on Monday, November 19, 2018. Please forward your resume, including details relating to education, experience and three (3) current professional references to:

Mail: RM of McKillop No. 220,
Box 220,
Bulyea, Saskatchewan S0G 0L0

Email: rm220administrator@rm220.ca

Compensation is negotiable and is reflective of the combination of qualifications, work experience and municipal responsibilities possessed by the successful applicant. A generous benefit package is available.

For further information, please contact Linda Helgeson (306) 725-4869 or Jane Laich (306) 725-3230.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.