

**TOWN OF SOUTHEY**  
**Box 248, 260 Keats Street**  
**Southey, Saskatchewan S0G 4P0**  
**Phone: 726-2202 Fax: 726-2916**  
**Email: [townofsouthey@sasktel.net](mailto:townofsouthey@sasktel.net)**

The Town of Southey which is located 30 minutes north of Regina on Highway #6 is seeking to fill the full-time position of Finance/Administrative Assistant.

If you're looking for an opportunity to build your skills and develop a career in Municipal Government this position would be for you.

The position is Monday – Friday, 8:00 a.m. – 4:00 p.m.

The following job duties:

- Customer Service
- Assist in update Website, Facebook and Electronic Sign
- General knowledge and operation of all office equipment
- Assist in answering phones and directing calls
- Assist in answering general inquires by phone, in person or by email
- Assist in processing incoming and outgoing mail
- Assist in receipting payments
- Assist in booking facilities (Hall, camp ground)
- Assist in keeping filing system up-to-date
- Manage Town Cemetery records
- Process development permits, zoning and building permits
- Assist with Council Meetings, agendas, grants policies, procedures, bylaws
- Utility Billing Process, A/R Billing Process, A/P Process, Reconciliation of Accounts
- Assist in keeping office clean, empty garbage, recycle for town office
- Other duties as may be assigned by the Chief Administrative Officer (CAO)

Qualifications:

- Grade 12 Graduate
- Certificate in Local Government Administration or willing to complete the required classes towards certification will be considered an asset.
- Previous experience in an office environment, (3-5 years)
- A thorough knowledge of Microsoft Word, Excel, Outlook
- Knowledge with Munisoft programs would be an asset
- The ability to plan, organize, assign, review and to prepare or maintain adequate records and reports.

Please email a cover letter and resume to [townofsouthey@sasktel.net](mailto:townofsouthey@sasktel.net) or drop off in person at the town office. Looking to fill this position immediately.