

## Employment Opportunity Finance Clerk

The Northern Village of Air Ronge is inviting applications for a permanent, full time **Finance Clerk**. Reporting to the Deputy CAO this position will provide essential accounting support including transaction processing, reconciliations and reporting to ensure compliance and support the decision-making processes of the CAO, Deputy CAO, Public Works Foreman and Council of the Village office.

### GENERAL REQUIREMENTS:

- Completion of a certificate or diploma in accounting and/or business administration related program (2025 graduates welcome to apply).
- Experience working in an office or customer service environment is preferred.
- Demonstrated financial proficiency in a variety of software programs and processes such as data entry, reconciliations, procurement, reporting, etc.
- Demonstrated knowledge of general office procedures and equipment, with strong computer skills.
- Knowledge of MuniSoft applications is an asset.
- Valid Class 5 driver's license.

This position involves frequent interaction with the public and handling sensitive or confidential information. Candidates must demonstrate a high level of professionalism, diplomacy, and courtesy. Key skills include analytical thinking, problem-solving, and excellent verbal and written communication abilities. Success in this role relies on strong organizational and time-management skills, attention to detail, and the capacity to work independently and collaboratively within a team.

A complete job description is available at <https://airronge.ca/p/employment-opportunities>.

**Interested applicants should submit one (1) pdf document containing their cover letter, resume, and 3 work related references to:**

Tammy McCormick, Acting CAO  
Village of Air Ronge  
Email: [cao@airronge.ca](mailto:cao@airronge.ca)

**Application Deadline:** 8:00 am on March 31, 2025

**Compensation:** Hourly wage: \$31.00 to \$35.00 per hour, based on experience and qualifications plus a competitive benefits package.

We thank all applicants; please note that only those chosen for an interview will be contacted.