

Administrator, Town of Radisson

The Town of Radisson is a small town with a population of 465 and is located 70 Km west of the city of Saskatoon along Highway 16.

The Town of Radisson is seeking applications for a full time certified Administrator. Preference will be given to those applicants possessing an Urban Standard Certificate or higher with a minimum of two years experience.

The successful candidate will report directly to Council and will supervise all other employees.

The successful candidate should possess excellent verbal and written communication skills along with a strong knowledge of municipal accounting and finances.

The successful applicant is preferred to possess the following qualifications:

- Extensive knowledge in municipal accounting practices and payroll policies and procedures;
- Prior experience and knowledge of the Munisoft computer system;
- Proficiency in use of Microsoft Office applications such as Excel and Word;
- Works well independently and within a team environment;
- Discretion with matters pertaining to confidentiality;
- Ability to organize and prioritize workloads while also meeting strict deadlines and maintaining a high degree of accuracy;
- Must interpret policies, bylaws and legislation appropriately when responding to certain situations or requests;
- Must be bondable. A criminal background check will be required.

The Town of Radisson offers Pension and Benefit Plans once a short probationary period is completed. Please submit your resume and references to:

Email: tradisson@sasktel.net

Attn: Administrator

Box 69, Radisson, SK S0K 3L0

Telephone: (306) 827-2218 Fax: (306) 827-4747

Visit the Town of Radisson website: www.radisson.ca

We thank all of the candidates for their interest in this position and advise that only those selected for an interview will be contacted. This job posting will be active until successfully filled.