

**Job Opportunity – Administrator
Village of Canwood
Closing Date for Applications:
November 29, 2023**

The Village of Canwood is currently seeking applications for the position of Administrator. The successful candidate will report directly to Council and will provide recommendations and updates that support Mayor and Council while ensuring that policies, bylaws and directives are carried out in a professional and efficient manner.

The successful candidate must possess superior verbal and written communication skills; have a strong knowledge in municipal accounting and finance; exhibit leadership and be community oriented. Preference will be given to a candidate who is currently certified in Local Government Administration and should also be eligible for a membership with UMAAS.

Village of Canwood population is 318 as of the 2021 census. Canwood is ideally located 45 minutes north west of Prince Albert, beside the Canwood Provincial Forest and supports a large rural area. We have a very informative website linked below where applicants can visit to learn more about the village.

The successful applicant is preferred to possess the following qualifications:

- Extensive knowledge in accounting and payroll policies and procedures;
- Prior municipal 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;
- Excellent communication and public relations skills are required;
- A criminal record check will be required.

The position offers a competitive wage based on the UMAAS Salary Guideline, pension and group benefit plan once a probationary period is completed. Please submit your resume and references to:

Email: canwood.town@sasktel.net

**Village of Canwood
Box 172, Village of Canwood, SK S0J 0K0
Telephone: (306) 468-2016 | Fax: (306) 468-2805**

Visit the village website: www.canwood.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..