



ACCOUNTS CLERK

The Town of Niverville is currently accepting resumes for a part-time Accounts Clerk. This permanent position will require 30 hours per week, with the ability to flex hours as needed. This position will provide support to the financial management system focusing on Accounts Payable and Receivable functions.

Applicants must be reliable, organized, professional, detail oriented with exceptional customer service skills, bondable and proficient with Microsoft Office. Qualifications for this position include an aptitude for attention to detail, accuracy, basic accounting skills, and problem solving. A complete job description is available on www.wheretheybelong.ca. Hiring preference may be given to applicants living within the Niverville area.

If you are interested in applying for this position, please submit a cover letter, resume, references and your hourly salary expectation to:

Accounts Clerk
Town of Niverville
Box 267
Niverville, MB R0A 1E0
Fax 204-388-6110
Email: heathermiller@wheretheybelong.ca

This position will remain open until filled.

We thank all who apply and advise that only those selected for a personal interview will be contacted.