

**Part-time Finance Clerk**

The Town of Niverville has an immediate opening for a part-time clerk (30 hours/week) to join the Town’s Finance Department. The successful candidate will be responsible for duties related to finance (taxes), general office administration and back up reception. Qualifications include an aptitude for attention to detail, accuracy, basic accounting skills (preferred), problem solving and a valid Class 5 Manitoba driver’s license. This position requires an ability to courteously and effectively deal with the general public using strong relational, personal and organizational skills. 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 salary expectations to:

Finance Clerk

Town of Niverville

Box 267

Niverville, MB R0A 1E0

Fax 204-388-6110

Email: humanresources@whereyoubelong.ca

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