



Office Clerk Full Time/Permanent

The Town is seeking an experienced individual that will be primarily accountable for greeting customers at the public counter and performing accounting functions related to all general and utility operations, accounts receivable and payable and maintaining accurate records of requisitions and invoices.

Qualifications and Education Include:

- **Required:**
 - Completion of Grade 12 and a minimum of one (1) year of experience in an office environment, including performing related accounting duties;
 - Excellent computer skills; proficiency required in a variety of software programs and related equipment, including Microsoft Word and Excel;
 - Above-average analytical and verbal and written communication skills.
- **Would be an asset:**
 - A certificate or diploma in Accounting and/or Business Administration - or an equivalent combination of experience and training;
 - An Urban Certificate obtained through completion of the Local Government Authority Program from the University of Regina or willingness to obtain;
 - Working knowledge of Munisoft applications including: Financials (General Ledger & Custom Reporter, Accounts Payable, Paymate Acclaim Payroll); Receivables (Tax Assessment, Utility Billing and Receivables, General Accounts Receivable, Receipting).

Salary/hiring range for the position is \$22.07/hour - \$25.96 along with a comprehensive benefits package including municipal pension for those persons qualified for the position. Office hours are 8 am to 12 noon/1 pm – 5 pm – Monday to Friday.

The successful applicant will also be required to undergo a Criminal Record Check prior to commencement of employment and provide the Town with a copy of their Saskatchewan Class 5 Driver's Licence along with the annual provision of a driver's abstract.

In confidence, qualified candidates are encouraged to electronically submit their resume, a cover letter, three work-related references and salary expectations to the following email address by no later than August 03, 2026:

Subject Line – Office Clerk Competition – Town of Wolseley, SK

Ms. Keri Gardner RMA
Chief Administrative Officer
1.306.698.2477
townofwolseley@sasktel.net

Emailed applications will be accepted until the competition closing date of August 03, 2026.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

A position description is available upon request.