

JOB OPPORTUNITY

ASSISTANT TREASURER

The Town of Grand Falls is receiving applications for a full-time position as Assistant Treasurer in the Municipal Administration Department. This position involves clerical and accounting work of a specialized, confidential and responsible nature requiring the application of skill, accuracy and attention to detail in the performance of moderately complex and varied duties.

The successful candidate shall be fluently bilingual, be able to work with Microsoft Windows and accounting software, and have completed post-secondary education and have experience in the accounting field.

Salary and benefits are per salary scale and municipal policy.

Please note that only the candidates selected for the interview process will be contacted.

Deadline for applying: Friday, February 23rd, 2018 at 2:00 p.m.

Forward applications to:

Peter Michaud, CAO
131 Pleasant Street Suite 200
Grand Falls NB E3Z 1G6