

# Finance Clerk



**Location:** Rural Municipality of Edenwold No. 158, Saskatchewan

**Employment Type:** Full-time Permanent

**Department:** Finance

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## About Us

The RM of Edenwold is a growing and diverse municipality that is committed to providing a high quality of services for residents. Our team plays a key role in supporting vibrant communities, thriving agriculture, and dynamic business districts. Located along major highways, we are a hub for development and innovation – making your work impactful and rewarding.

## Role Overview

The RM of Edenwold is seeking a detail-oriented and organized individual to serve as our Finance Clerk. This position plays a key role in supporting the Manager of Finance in day-to-day financial duties such as accounts receivable, accounts payable, receipting, financial reporting, records management, and various other administrative duties.

## Key Responsibilities

- Process ratepayer's payments for taxation, utilities and other municipal fees
- Prepare invoices for various billing (accounts receivable)
- Process payment of invoices issued to the RM (accounts payable)
- Assist with data entry and accounting research for financial reporting
- Handle administrative tasks such as filing, scanning and records management
- Adhere to Finance internal controls, policies and procedures
- Assist with the annual financial statement audit and budget preparation
- Effectively communicate in verbal and written form with ratepayers, staff, and council
- Support the Manager of Finance with other duties as requested

## Education & Qualifications

- Post-secondary diploma or certificate in administration studies, office administration, accounting, or a related field preferred
- Minimum 1-3 years of municipal or accounting experience
- Proficiency in Microsoft Office (Word, Excel, Outlook) and virtual meeting platforms
- Experience with MuniSoft or other municipal accounting and taxation software is an asset
- Knowledge of municipal accounting standards is an asset
- Exceptional organizational and time-management skills with strong attention to detail
- Excellent written and verbal communication skills

- Professionalism, discretion, and sound judgment when handling sensitive information

## **Compensation**

Competitive compensation will be determined by qualifications and agreed upon during the contract negotiation process.

## **How to Apply**

Qualified candidates should submit a resume and cover letter to the RM of Edenwold No. 158 by:

- **Email:** info@edenwold-sk.ca
- **Mail or In-Person:**
  - RM of Edenwold No. 158  
100 Hutchence Road  
Emerald Park, SK S4L 1C6
- **Fax:** 306-347-2970

## **Deadline**

Applications will be accepted until **4:00 p.m. on Friday, February 13, 2026.**

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*