

**City of Weyburn  
Mission Statement**

*The City of Weyburn's mission is to provide leadership for the creation of a common vision and goals for planned economic growth, efficient use of resources, and a high quality of life in the Weyburn community*



**The City of Weyburn Finance Department**  
invites applications for the position of:  
**FINANCE OFFICER**  
*(Temporary 18 month term)*

The City of Weyburn Finance Department currently has an eighteen month term position available (with possibility of a term extension).

The Finance Department consists of:

- Director of Finance
- Finance Manager
- Accounting Manager
- Information Technology Coordinator
- Finance Officers (4)
  - Utility Billing and Collections
  - Taxation and General Ledger Maintenance
  - Compensation and Benefits
  - Accounts Payable and Accounts Receivable
- Finance Clerk (Reception/Records Management)

This temporary full time position is an integral component of our Finance Team. If you are an enthusiastic team player looking to work in a Municipal environment, then we invite you to apply for this exciting opportunity.

The successful candidate:

- will have completed Grade XII or equivalent
- will have a 2 year post secondary education with a diploma in Business – Administration with a major in an accountancy field
- will possess excellent computer skills and demonstrate proficiency in Microsoft Office

Preference will be given to those candidates who:

- have Local Government Administration Certification (LGA) and/or municipal experience

Salary: \$32,721.00 - \$41,593.50 (as per CUPE Local 90 agreement)

Job descriptions and posting are available on the City of Weyburn web site ([www.weyburn.ca](http://www.weyburn.ca)).

**Resumes will be accepted until a suitable candidate is found.**

Please submit resumes or direct further position inquiries to:

Jon Michaud – Director of Finance

Box 370, Weyburn, Saskatchewan, S4H 2K6

Phone: (306) 848-3214 Fax: (306) 842-2001

Electronic resumes to: [jmichaud@weyburn.ca](mailto:jmichaud@weyburn.ca)

Visit our website:  
**[www.weyburn.ca](http://www.weyburn.ca)**