

Display Ad for Administrative Assistant

The Resort Village of Manitou Beach is hiring an Administrative Assistant. In this role you will be responsible for: all aspects of accounts payable coding and entry, accounts receivable invoicing and collection, grant writing, creating and editing the monthly newsletter, calculating and inputting payroll, receipting, data entry, assisting residents with a variety of items, conveying information on the village, interpreting bylaws, ordering supplies and other duties as required.

Background in finance/bookkeeping and experience using Munisoft is considered an asset. Please reply to this opportunity by emailing your resume with cover letter to: manbe@sasktel.net and using "Administrative Assistant Position" in the subject line.

You may also drop your resume with cover letter off at our office during regular business hours. **No phone calls please.**