



Temporary Full-Time Reception Position
(Maternity leave cover off— 13 months)

This administrative position supports the Finance Department by performing front desk reception tasks such as: processing and recording financial transactions, fielding communications with staff and vendors, fact-checking, filing, and other duties as required.

Primary accounting responsibilities include recording, processing, and summarizing financial information to ensure effective and accurate financial transactions.

All finance functions operate within municipal software and Microsoft Office Suite.

This position requires a team player, exceptional front end service skills, integrity and ethical decision-making skills.

The commencement date will depend upon on the availability of a suitable candidate *and is for a term of 13 months.*

This posting will close on Tuesday, March 25, 2025 at 12:00 Noon M.S.T., or until a suitable candidate is found.

Please visit our website for a full job description <https://mdpinchercreek.ab.ca>

Forward resumes (clearly marked '**Reception**') to:

MD of Pincher Creek 1037 Herron Avenue
P.O. Box 279
Pincher Creek, AB T0K1W0

Fax: 403-627-5070

Email: jobs@mdpinchercreek.ab.ca