



# Employment Bulletin (Internal / External)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

Website:  
<https://www.cityofnb.ca/>

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to Email: [hr@cityofnb.ca](mailto:hr@cityofnb.ca)

**Please note: Priority will be given to internal applicants.**

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

The City of North Battleford has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a:

## Finance Summer Student – May 24 to Aug 20

(37.5 Hours per week) Temporary Full-Time

The City of North Battleford has a Summer Student Financial Associate position available in the Finance Department.

The primary role of this position to assist in accounting reconciliations, assist in gathering and analyzing key metrics around operational performance of City Operations, Help provide day to day backup support for various finance functions at City Hall and other property tax duties as assigned.

### QUALIFICATIONS:

- Grade 12 or GED supplemented by a business college diploma or knowledge/experience as deemed acceptable by the City.
- Enrolled in a recognized Saskatchewan post-secondary business program, with at least two years completed. Preference will be given to those with an accounting or finance specialty.
- Provide a clear criminal record check upon hire
- Strong computer knowledge in Microsoft Word & Excel
- Exceptional organizational and customer service skills
- Ability to work independently and unsupervised
- Strong written/verbal communication skills
- Ability to maintain effective, co-operative relations with staff and the general public

<b>Rate of Pay:</b>	\$15.01 per hour (2019 wages)
<b>Hours of Work:</b>	7.5 hrs/day; 37.5 hrs/week; Monday to Friday
<b>Competition Closing Date:</b>	April 21, 2021 at 4:30 p.m

This position is covered by the Canadian Union of Public Employees (CUPE), Local Union No. 287 Collective Agreement.