



May 2nd, 2019

REF#: Summer Student Competition

EXTERNAL/INTERNAL POSTING
TEMPORARY FULL-TIME
Accounting Summer Student

The City of North Battleford is seeking a for a seasonal temporary, full-time Summer Student from May to August 31, 2019. This position reports to the Director of Finance and requires the successful applicant to

Duties and Responsibilities include:

- Assist in gathering and analyzing key metrics around operational performance of City Operations.
- Assist in developing long term financial planning for City Operations.
- Provide day to day backup support for various finance functions at City Hall
- Other duties as assigned

Qualifications:

- Enrolled in a recognized Saskatchewan post-secondary business program, with at least one year completed. Preference will be given to those with an accounting or finance specialty.
- Strong computer and software skills, specifically Microsoft 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 public.

Salary: \$20.26/hr

Commencement: As soon as possible

Job Reference #: Business Summer Student Competition

Please submit a detailed resume and references, quoting the job reference number, to be submitted to: Department of Human Resources, City Hall, no later than 4:30PM, May 10th, 2019
Fax: (306)445-0411, Email: hr@cityofnb.ca

The City wishes to thank all applicants, however, only those selected for an interview will be contacted. Please note: Priority will be given to internal applicants. 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.