

**Town of Blaine Lake
And
RM of Blaine Lake #434**

The Town of Blaine Lake and the RM of Blaine Lake along with the Blaine Lake Fire Department are seeking a Secretary/Treasurer to help them with all the office work for the Fire Department in Blaine Lake.

The Work will consist of:

- Working with the Fire Chief in updating the Policies and Bylaws
- Working with the Town and RM Councils in the overseeing of the Fire Department
- Completing all the Invoicing, receipting and expensing on behalf of the Fire Board
- Being the recording secretary for all meeting and completing all correspondence necessary
- Present monthly financial statements for the Town and RM

Qualifications

- Must have a strong bookkeeping background and very knowledgeable in accounting practices
- Must be organized
- Ability to work independently and also as a team member
- Must be able to work with a variety of Council and Board Members
- Must be bondable

Requirements for the job:

- Must be able to work from home

To apply please have your application/resume in to:

Town of Blaine Lake, Box 10, Blaine Lake, Sask. S0J 0J0 – 306-497-2531

Applications to be received on or before December 4, 2022

For More information please contact Louanne Roschuk at 306-497-2531