



WE ARE HIRING!

**FINANCE ASSISTANT
0.8 FTE
TEMPORARY POSITION**

About Us:

Established in 1914, the Village of Clyde Nestled in the heart of Alberta's agricultural landscape and located less than an hour north of the Edmonton region, the Village of Clyde is a welcoming and connected community where affordable living, entrepreneurial opportunity, and authentic small-town values come together.

About the Role:

As the Finance Assistant, you will play a key leadership role in supporting the CAO and overseeing the financial and administrative functions of the municipality. You'll be instrumental in strategic planning, policy development, and guiding operational efficiency. This is a hands-on, cross-functional position that collaborates across all departments to ensure sound governance, financial integrity, and forward-thinking municipal leadership.

Key Responsibilities:

- Handles core financial administration, including AP/AR, taxation, utilities, payroll, budgeting, reporting, grants, and financial controls.
- Maintains accurate financial and administrative records, databases, and document retention systems.
- Provides front-counter reception, customer service, and responses to inquiries about municipal services and accounts.
- Supports preparation of correspondence, reports, notices, Council/Committee materials, and meeting minutes.
- Assists with HR administration, onboarding, personnel files, benefits, training records, and confidential information management.
- Provides administrative support for development permits, special projects, emergency management, and other municipal operations.

What We Are Looking For:

The ideal candidate brings a blend of financial expertise, administrative leadership, and community-minded thinking. We're looking for someone who is ready to grow with us, contribute across multiple areas, and help drive the Village's success.

Qualifications:

- Education in accounting/finance; payroll or municipal training an asset.
- Experience in bookkeeping, accounting, payroll, or financial admin.
- Strong knowledge of accounting principles and financial reporting.
- Proficient with accounting software, Microsoft Office, and municipal systems.
- Detail-oriented, organized, professional, and able to handle confidential info independently.

Why Clyde?

The Village of Clyde offers something increasingly rare: connection.

Residents describe Clyde as safe, affordable, welcoming, family-oriented, and community-minded. Here, neighbours know one another, volunteers make a difference, and local government has a direct impact on everyday life.

Application Information: Full job description available at www.villageofclyde.ca/careers

Send Cover Letter & Resume to Administrative Assistant, Elyda Takenaka, at admin@villageofclyde.ca

Applications will be accepted until a suitable candidate is found.