



**JOB OPPORTUNITY**  
**FULL TIME ASSISTANT CHIEF ADMINISTRATIVE OFFICER**

The RM of Rosedale has an immediate job opening for the Assistant Chief Administrative Officer. This position reports to the Chief Administrative Officer and includes support activities associated to administrative functions including reception, scheduling, coordination of meetings, research facilitating timely responses to action items as well as recurring financial duties related to payroll, accounts receivable, accounts payable and other projects as assigned.

**Specific Duties:**

- Serving the public including but not limited to receiving complaints, responding to inquiries, accepting payments and issuing licenses.
- General office duties such as photocopying, preparing advertisements, preparation of mail, receiving faxes, telephone calls and electronic mail for distribution to the appropriate personal.
- Perform accounting functions such as accounts receivable, accounts payable, payroll, journal entries, bank reconciliation, support external auditors
- Support Grant applications and complete final grant documentation with supporting evidence of completion.
- Assist CAO in preparation of annual financial plans

**Candidate Requirements:**

- Knowledge of Windows and Microsoft office programs
- Previous accounting knowledge and/or equivalent education and/or experience.
- Must have strong organizational skills
- Must have a minimum of 3 years' experience in a similar workplace setting.
- Must have effective written and oral communication skills
- Willing to enroll and complete the Certification of Manitoba Municipal Administration (CMMA) program.
- Possess strong problem solving skills and willingness to learn.

This is a permanent full-time position. Interested candidates should submit their cover letter and resume clearly indicating how they meet the above candidate requirements.

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We thank all candidates for their interest. Only those selected for interview will be contacted.