



We Are Hiring

Join Our Team

✓ Finance Clerk

Full-time 6-Month Term

Do you have....

- a keen sense for numbers,
- a high-attention to details,
- excellent computer skills,
- exemptional verbal and written communications skills, and
- a willingness to learn new things and enjoy being part of a great team?

Reporting to the Finance Manager, this position supports daily finance and front reception operations by:

- Handling payments, deposits, petty cash, and financial records.
- Assisting with utility billing, tax assessments, and related inquiries.
- Supporting public interactions, permit processing, and licensing.
- Providing administrative support and maintaining municipal documents.
- Assisting with compliance tasks, elections, digital updates, and backup duties to Administrative Assistant as needed.

For full listing of duties, please visit www.rosthern.com/p/employment or scan the QR code below.



APPLY NOW
SEND YOUR RESUME



cao@rosthern.com