

**RURAL MUNICIPALITY OF OAKVIEW**  
**CAREER OPPORTUNITY**  
**Assistant Chief Administrative Officer**  
**Position Available**  
**Oak River Office**

The R. M. of Oakview is seeking a motivated individual with excellent managerial and finance skills for the position of Assistant Chief Administrative Officer. Ideally the successful applicant will have completed a business/finance program and/or completed the Certificate of Municipal Administration. Experience in working in a municipal government environment would be viewed as an asset.

Duties include assisting the C.A.O. in performing all duties as directed by the C.A.O. and to act on behalf of the C.A.O. in his/her absence. The Assistant C.A.O. would assist the C.A.O. in budget preparation and budget oversight throughout the year; maintenance of general ledger, payroll, bank reconciliations, accounts payable and receivable; debt collection; and other duties as prescribed. Candidates must be able to communicate well orally, as well as in written form and have excellent interaction with people. Attendance and participation at public and budget meetings may also be required. Excel and Word experience is mandatory.

Please mark "Assistant C.A.O. application" on envelope and send resume with cover letter; salary expectations; three professional references, earliest start date; and resume to: R.M. of Oakview, Box 179 OAK RIVER, MB R0K 1T0 or by emailing to [oakviewcao@mymts.net](mailto:oakviewcao@mymts.net) with the subject line "Assistant CAO Position", or by fax to 204-566-2126. Closing date is August 21<sup>st</sup>, 2017 at 4:30 p.m. or until the position has been filled. Please call 204-566-2146 or email for further information.