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Mike Schwean - Rec Director 306-435-7578 (cell)

Angela Thorn - Assistant Rec Director



GARBAGE/RECYCLING CALENDAR

ROUTE A: Homes West of

Homes East of Main Street: Main Street: NOV 11 - RECYCLE NOV 17 - GARBAGE NOV 18 - GARBAGE NOV 24 - RECYCLE

LANDFILL HOURS

JANUARY 1 -APRIL 30 12 Noon -3:45 p.m.

SUN. & MON.

MAY 1 - MAY 30 TUES. - SAT. 12 Noon -6:45 p.m..

SUN. MON. CLOSED

JUNE 1 -SEPTEMBER 30 12 Noon -

SUN. & MON. 12 Noon - 5 p.m. CLOSED MON. CLOSED

OCTOBER 1 -NOVEMBER 1 -OCTOBER 31 **DECEMBER 31** TUES. - SAT. TUES. - SAT. 12 Noon -12 Noon -6:45 p.m..

> SUN. & MON **CLOSED**

MONDAY: 9 AM - 12 PM, 1 PM - 5 PM

CLOSED

12 Noon - 5 p.m.

6:45 p.m.

3:45 p.m. SUN.

MOOSOMIN, SK | SOG 3NO | E-MAIL: TWN.MOOSOMIN@SASKTEL.NET | WWW.MOOSOMIN.COM | PHONE: 306-435-2988 | FAX: 306-435-3343

MOOSOMIN LIBRARY OPEN HOURS: -

WEDNESDAY: 9 AM - 12 PM, 1 PM - 5 PM THURSDAY: 12 PM - 4 PM, 5 PM - 8 PM

FRIDAY: 9 AM - 12 PM, 1 PM - 5 PM SATURDAY & SUNDAY: CLOSED





PLOYMENT OPPORTUNIT

The Town of Moosomin is now accepting resumes for the position of "Accounting Officer" at the Town Office.

Key duties and responsibilities:

- Perform/assist in the financial, accounting, and payroll related functions of the municipality in accordance with legislation, and GAAP (Generally Accepted Accounting Principles)
- Perform/assist in completing remittances to Sask. Finance for school tax, LCT, PST, and all other entities
- Perform/assist in completing all recurring and year end accounting procedures, including PSAB 3150 accounting for Capital
- Complete/assist in completion of quarterly G.S.T. returns
- Complete/assist in all procedures of the utility billing, including quarterly and partial billings, address changes, past due reminders, final notices, shut-off for non-payment, billing for meter deposits, and balancing of utilities and meter deposits
- Assist in completion of annual budget
- Must possess excellent public relation skills, and perform clerical work of answering phone calls, e-mails, or other inquires, attend front counter for processing payments by customers, and perform deposits as required
- Assist other staff as requested/required.
- Duties also include any other work as assigned.

 Job duties subject to change from time to time, upon review by management

Qualifications:

 Bachelors degree or College diploma in business, finance, accounting or related field. It will be considered an asset for applicants possessing a professional designation as CPA (Chartered Professional Accountant) or CGA, CMA, or CA

Rate of Pay/Benefits:

This is a permanent full-time position with comprehensive benefit package, and salary will commensurate with education and experience. Group benefits including Life, AD & D, STD, LTD, Health, Dental, Vision, and EFAP are provided through Canada Life and SUMA (Saskatchewan Urban Municipalities Association), and a Defined Benefit pension is with MEPP (Municipal Employees Pension Plan).

Deadline/Criminal Records Check:

Note that resumes/applications will be received until December 5th, 2025, at 4:00 p.m., however, this date may be extended and resumes/ applications accepted until a suitable applicant is chosen. Applicants who advance to an interview stage, will be required to provide proof of qualifications, and provide a Criminal Records check from the R.C.M.P. acceptable to the Town.

Resumes complete with references:

Will be received at the Town of Moosomin – Town Office at 701 Main Street, by e-mail, or by regular mail to the address noted at the bottom of this page.

The Town wishes to thank all those who apply, however, only those who have been selected for an interview will be contacted. **Town of Moosomin**

Box 730 701 Main Street **SOG 3NO**

Moosomin, Saskatchewan twn.moosomin@sasktel.net

The Town of Moosomin is now accepting resumes for the position of "Office Assistant" Level 1. at the Town Office.

- Applicant must possess excellent public relation skills, and perform clerical work of answering phone calls, e-mails, or other inquires, and attend front counter for processing payments by
- Perform procedures of the utility billing, including quarterly and partial billings, address changes, past due reminders, final notices, shut-off for non-payment, billing for meter deposits, and balancing of utilities and meter deposits
- Perform cash deposits
- General invoicing and follow up for collection of arrears Completion of all cemetery records including invoicing for sale of plots, excavation fees, work orders for grave digging, etc.
- Assist other staff as requested/required.
- Duties also include any other work as assigned. Job duties subject to change from time to time, upon review by management

- 1. It will be considered an asset if the applicant has education and/
 - or experience in the following:
 - Accounting - Administration

Rate of Pay/Benefits:

This is an hourly position with comprehensive benefit package. Group benefits including Life, AD & D, STD, LTD, Health, Dental, Vision, and EFAP are provided through Canada Life and SUMA (Saskatchewan Urban Municipalities Association), and a Defined Benefit pension is with MEPP (Municipal Employees Pension Plan).

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> **Town of Moosomin Box 730 Moosomin, Saskatchewan SOG 3NO** twn.moosomin@sasktel.net



In partnership between the Town of Moosomin, the R.M. of Moosomin No. 121, the Town of Rocanville, the R.M. of Rocanville No. 151, and the

Community Builders Alliance (CBA),

the Gateway Economic Development **Committee is now accepting resumes** for the position of a Full-Time "Economic Development Officer" (EDO)

Duties: Reporting to the Economic Development Committee, the EDO is responsible for overall function of Economic development. In general, this includes office duties, attending and facilitating meetings, budgeting and financial reporting, identifying/pursuing/exploring opportuni-

ties for economic development, and promotional activities.

- The desired candidate will have relevant post-secondary education with a minimum of (2) years of administrative experience in a related economic or business development position. This experience shall include related aspects of budget control and
- demonstrate effective communication skills. Knowledge of municipal (zoning regulations), and provincial and federal legislation (ie. codes, etc.), as it pertains to development
- A valid Saskatchewan Class 5 driver's license is also required.

Resumes complete with references:

Interested persons are asked to submit a complete and current resume with references, and expected salary, until December 5th, 2025, at 4:00 p.m., however, this time period may be extended until such time as a suitable applicant is chosen. Applicants who advance to the interview stage, will be required to provide a Criminal Records check from the R.C.M.P., acceptable to the committee.

The Economic Development Committee thanks all those that apply, however, only candidates being considered for the position will be further contacted

Applications may be mailed, delivered, faxed, or e-mailed to the Town of Moosomin at the following address:

> TOWN OF MOOSOMIN **701 MAIN STREET BOX 730 MOOSOMIN, SASKATCHEWAN SOG 3NO** phone: (306) 435-2988

Fax: (306) 435-3343 e-mail: twn.moosomin@sasktel.net



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