



**FINANCE ADMINISTRATIVE ASSISTANT  
(PERMANENT FULL TIME)**

MODG has an immediate opening for a Finance Administrative Assistant. The normal working hours are Monday-Thursday or Tuesday-Friday 8:00 am - 5:00 pm (35 hours per week). Education will preferably be a Business Administration Diploma or equivalent and/or a minimum of 2 years' experience in an office setting. Extensive customer service experience is considered an asset for this position. The annual remuneration for this position starts at \$39,434.69 - 49,293.37.

This position is primarily responsible for providing administrative support to the Director of Finance and providing front counter reception, customer service and receipting. A detailed job description for the position outlining all duties and qualifications is available by contacting the undersigned.

Applications will be received by the undersigned until Friday, May 27, 2022 at 12:00 p.m. Applications should be clearly marked "APPLICATION – FINANCE ADMINISTRATIVE ASSISTANT" and may be submitted in person, by mail or email to the following address:

Magdelyn Connolly  
Municipal Clerk & HR Coordinator  
Municipality of the District of Guysborough  
P. O. Box 79, 33 Pleasant Street  
Guysborough, NS B0H 1N0  
[mconnolly@modg.ca](mailto:mconnolly@modg.ca)