



## TREASURER

### For the Town of High Prairie

The Town of High Prairie is seeking a qualified individual to fill the full-time position of Treasurer. This is a senior municipal management position that reports directly to the Chief Administrative Officer. This position is responsible for discharging those responsibilities of the Treasurer under the MGA; provides financial investment and policy advice to Council; carries the duties of 'Designated Officer' under the MGA; supervises financial employees; and generally ensures day-to-day matters pertaining to the Town Office run smoothly.

The candidate will be a team player with keen analytical, supervisory, and interpersonal skills. Qualifications for this position include a professional accounting designation, or an equivalent level of education and experience, with a minimum of five years work experience, preferably in a local government setting.

High Prairie is a busy, growing community located in the M.D. of Big Lakes on Highway 2, midway between Peace River and Slave Lake. Unlike many northern communities, High Prairie has a full range of family amenities, including a new indoor swimming pool, a second ice surface and performing arts centre was opened in the spring of 2008. High Prairie's economy is based on agriculture, the oil & gas industry, and forestry. Please visit [www.highprairie.ca](http://www.highprairie.ca)

This position will be subject to a six (6) month probationary period. The Town of High Prairie offers a competitive salary and includes an attractive benefits package. If you are interested in applying for this position, please email your resume and application letter to [cao@highprairie.ca](mailto:cao@highprairie.ca) or mail your resume, marked '**Confidential**', to:

Town of High Prairie  
P.O. Box 179  
High Prairie, Alberta  
T0G 1E0  
**Attention: CAO/Town Manager**

Applications will be accepted until 4:00 p.m. November 10, 2011. The Town of High Prairie thanks all applicants for their interest; however only those selected for an interview will be contacted.