



June 18, 2026

Administrator/CAO, Full-time, Village of Lipton

The Village of Lipton is seeking a FULL-TIME administrator, in a position which offers a great deal of flexibility. Ideally, the administrator will work 5 days per week from 8:00 am to 5:00 pm with alternating Fridays off, plus evening council meetings as scheduled or needed.

The Administrator reports directly to the Council and is responsible for the day-to-day operations of the municipality in accordance with provincial legislation and the bylaws and policies set by Council.

As a successful candidate you will have:

- A Certificate in Local Government Authority, be in the process of completing the LGA courses to obtain certification or be interested in pursuing the LGA. Preference will be given to those that have already completed the LGA courses and have experience as an Administrator.
- Experience with MuniSoft software including the General Ledger, Tax Roll, Utility Billing, Accounts Payable, Accounts Receivable and Paymate.
- Extensive knowledge of generally accepted accounting principles.
- Excellent oral and interpersonal communication skills.
- Working knowledge of Human Resources.
- Effective ability to prioritize projects and manage time.
- Working knowledge of Microsoft Excel and Word.

Responsibilities with the assistance of an administrative assistant include but not limited to the following:

- Prepare & organize all required materials for the municipal meetings including agenda, minutes, resolutions and bylaws.
- Conduct bylaw and policy administration and development.
- Ensure that all policies and programs of the municipality are implemented, monitored, evaluated and communicated back to Council.
- Engage in strategic planning and operations planning processes with the council including compiling the annual operating and capital budgets.
- Ensure complete records of the financial and administrative activities of the Town are maintained, including monthly and annual financial statements.
- Conduct day to day accounting procedures including A/P, A/R, tax and utility collection and payroll reconciliations while providing council with regular financial reports.
- Administer the taxation process, including property assessments, levying and tax collections.
- Liaison with other levels of government including adjacent municipalities and the provincial government.

The Village of Lipton offers a comprehensive benefits package. Salary is dependent upon qualifications and experience in accordance with UMAAS guidelines. Interested Candidates are invited to submit a cover letter, copy of Certification and a resume. The resume must include education, experience, certification held and 3 recent employment references.

Email application to: lipton@villageoflipton.com, or mail to:

Village of Lipton; Box 219;Lipton, SK S0A 3B0

Or deliver to the town office at 201 Main Street, Lipton, SK.

Applications will be accepted until the position is filled. We thank all applicants for their interest in this position; only those selected for an interview will be contacted.