



10 River Street East | Prince Albert, SK | S6V 8A9 | [p] 306.764.2992 | [e] curator@historypa.com | [w] www.historypa.com

Job Title: Finance Coordinator
Location: Prince Albert, SK
Type: Part-time (16 hours /week), Permanent position
Wage: negotiable with experience
Start date: March 4, 2024
Competition closes February 10, 2024.

About Us

The Prince Albert Historical Society operates the four museums in the City of Prince Albert, the Historical Museum, the John and Olive Diefenbaker Museum National Historic Site, the Rotary Museum of Police and Corrections, and the Evolution of Education Museum. These four museums, located in three areas of the city, represent the story of Prince Albert's people in their own distinct theme.

Job Summary

The Finance Coordinator is responsible for the management of the Historical Society's finances, under the supervision of the Manager/Curator. The Finance Coordinator will maintain business records and maintain contact with our stakeholders.

Key Responsibilities

- Prepare payroll for the Society's staff and ensure remittance of payroll tax.
- Data entry into Sage 50 accounting software
- Completion of the PST and GST remittances as well as the Charitable Tax Return
- General office duties such as taking phone messages and initial visiting with museum patrons
- Weekly visits to satellite museums during the summer months.

Please visit our website for a detailed job description.

If you are interested in sharing your knowledge of Prince Albert history with others, please email a resume and cover letter in pdf format to curator@historypa.com, Attn: Michelle Taylor.

Only those individuals chosen for an interview will be contacted.



Dr. C. H. & Lenore Andrews

Philip E. West