



Village of Bittern Lake

Employment Opportunity

Administrative Assistant

Reporting to the Chief Administrative Officer, the Village of Bittern Lake has an opening for the position of Administrative Assistant. This is a part-time temporary position to cover a leave of absence, ideally, the incumbent will work 3 days per week. This position may require attendance at evening council, board/committee meetings or other public events.

Essential Functions:

- Reception and phone answering
- Accounts Payable, Accounts Receivable & related duties
- Month-end duties & reports for Council
- Maintain webpage/Facebook
- Assist with Yearend Accounting and Reporting
- Ad hoc duties as assigned by CAO

Qualifications:

- Grade 12 education or equivalent (GED).
- Completion of a Local Government Certificate Program, or willingness to work towards.
- Successful candidates will need to provide a current criminal record check.

Knowledge:

- Considerable knowledge of municipal operations, specifically in municipal Software (Munisight), would be a definite asset.
- Considerable knowledge of all legislation that might apply to municipal operations
- General knowledge of municipal accounting practices

Skills:

- Ability to maintain a high degree of confidentiality and understanding of FOIP is required
- Ability to effectively organize work and establish priorities
- Ability to follow written and oral directions effectively
- Ability to establish and maintain a high degree of public relations
- Strong interpersonal skills
- Attention to detail
- Strong communication skills, both verbally & written
- Effective and creative problem-solving skills are required
- Proficient knowledge of Microsoft Office and Excel

The Village of Bittern Lake is committed to providing a healthy and safe environment for our residents, staff, visitors, and volunteers.

Interested parties are invited to submit resumes, including references, outlining their qualifications to:

Jill Tinson, CAO
Village of Bittern Lake
Box 5, Bittern Lake, Alberta T0C 0L0

Email: cao@villageofbitternlake.ca
Fax: 780-679-2353

Closing date for applications: November 22, 2024 - 4:00 p.m.
Please note only those candidates selected for an interview will be contacted