



Part-time Administrative Assistant
Employment Opportunity
Village of Bittern Lake

Reporting to the Chief Administrative Officer, the Village of Bittern Lake has an opening for position of Administrative Assistant. This is a part-time position.

Essential Functions:

- Reception and phone answering
- Accounts Payable & related duties
- Accounts Receivable
- Assessments – work with the Town's Assessor to ensure assessments are correct and balanced.
- Taxes – assist with preparation of annual tax notices, penalty applications and adjustments.
- Maintaining records & Accounting information for Rosenroll Cemetery
- Month end duties & reports for Council
- Work with Council and CAO to prepare the annual budget and establish mill rates.
- Maintain webpage
- Assist with Yearend Accounting and Reporting

Qualifications:

- Grade 12 education or equivalent (GED).
- Completion of a Local Government Certificate Program, or willingness to work towards.

Knowledge:

- Considerable knowledge of municipal plans, bylaws and procedures.
- Considerable knowledge of municipal operations, specifically in municipal Software –would be a definite asset.
- Considerable knowledge of all legislation that might apply to municipal operations,
- Working knowledge of the Government of the Province of Alberta Municipal Government Act,
- General knowledge of municipal accounting practices

Skills:

- Ability to maintain a high degree of confidentiality 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
- Strong communication skills, both verbally & written
- Effective and creative problem solving skills are required
- Proficient knowledge of Microsoft Office and Excel

Ideally the incumbent will work 2 to 3 days per week. This position may require attendance at evening council, board/committee meetings or other public events.

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

The position will remain open until September 15, 2017 - 4:00 p.m.

Please note only those candidates selected for an interview will be contacted