



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
- Maintaining records & Accounting information for Rosenroll Cemetery
- Month end duties & reports for Council
- Maintain webpage
- 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.

**Knowledge:**

- 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
- 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](mailto:cao@villageofbitternlake.ca)  
Fax: 780-679-2353

**The position will remain open until October 6, 2017 - 4:00 p.m.**

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