

TOWN OF ALAMEDA
EMPLOYMENT OPPORTUNITY
Office Assistant

Date Posted: September 21, 2022

Employment Term: 2 days per week/May work into 3 days per week. Administrator's holidays/convention

Wage: Negotiable pending experience and qualifications

Start Date: Negotiable

The Town of Alameda invites applications for an Office Assistant. This position reports to the Administrator and provides support for the Administrator, Foreman and the Council. The Town offers a comprehensive benefits package including health, dental and vision and an employer-matched pension.

Duties include but are not limited to:

- Front office daily activities including customer service, daily correspondence and filing, data entry, receipting and preparing deposits
- Entering accounts payable and receivable
- Website management and basic IT troubleshooting
- Liaison with elected and appointed officials
- Water/Sewer Billings include entering Meter Readings
- Monthly Arrears Billings for Penalties to be completed every month
- Fulfill Tax Certificates
- Ensure filing and organization of Audit trails and Journal Reports for Utilities, Taxes, General Receipts and General Ledger Posting

Experience and qualifications preferred

- Bondable
- Excellent written, communication, interpersonal and organizational skills
- Friendly and courteous demeanour
- Keen attention to detail and ability to multitask and prioritize work
- Proficiency with computers including Microsoft Office (Word, Excel, Outlook)
- Problem solver able to work under deadlines
- Knowledge of municipal operations and experience in a leadership role is an asset.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and employee files
- Flexibility with respect to work schedule
- Preference will be given to someone who possesses or is willing to obtain a Certificate in Local Government Administration.

To apply please submit: a cover letter, detailed resume, at least two work references, anticipated start date, and wage expectations no later than October 7, 2022, to:

Town of Alameda, Box 36, Alameda, Sask. SOC 0AO Email: townofalameda@sasktel.net.

The Town of Alameda wishes to thank all applicants for their interest, however only those selected for an interview will be contacted. For further information contact the office at 306 489-2077.