



Town of Alameda
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EMPLOYMENT OPPORTUNITY

Position - Office Assistant

Town of Alameda, Saskatchewan

The Town of Alameda is seeking a motivated, organized and community-minded individual to join our team as an Office Assistant.

The Office Assistant will work closely with the Chief Administrative Officer (CAO) and provide administrative, financial and customer-service support for the day-to-day operations of the Town.

The Position

Responsibilities include, but are not limited to:

- Providing front-office customer service and responding to general inquiries;
- Preparing correspondence, filing, data entry and maintaining municipal records;
- Assisting with accounts payable and accounts receivable;
- Processing utility and tax payments and issuing receipts;
- Assisting with utility billing, meter readings and monthly billing;
- Assisting with tax certificates and other municipal documentation;
- Maintaining accurate financial records and supporting audit preparation;
- Assisting with general ledger entries and journal postings;
- Assisting with the preparation and distribution of Council information and correspondence;
- Completing ongoing historical records digitization, including scanning, organizing, indexing and electronically filing municipal records;
- Updating information on the Town's website and other communication platforms;
- Providing general administrative support to the CAO; and
- Performing other duties as required to support the operation of the municipal office.

The Ideal Candidate

The successful applicant will be friendly, dependable and organized, with strong attention to detail and the ability to work independently while also contributing positively as part of a team.

Preference will be given to applicants who possess:

- Excellent written, verbal, interpersonal and organizational skills;
- Strong customer-service skills and a professional, courteous manner;
- Experience with bookkeeping, accounting or office administration;
- Proficiency with Microsoft Office, including Word, Excel and Outlook;
- Experience with MuniSoft or other municipal accounting software considered an asset;
- Strong problem-solving and basic computer troubleshooting skills;
- The ability to prioritize tasks and manage multiple deadlines;
- A high degree of accuracy and attention to detail;
- The ability to maintain confidentiality regarding municipal, financial and personnel matters;
- A cooperative, team-oriented approach and willingness to assist wherever needed in a small municipal office; and
- Must be bondable.

Municipal experience is an asset; however, applicants with strong administrative, bookkeeping, accounting or related experience are encouraged to apply.

What We Offer

- A permanent position;
- 3 days per week, with additional hours as required to provide coverage during the CAO's holidays, training and conventions;
- Wage commensurate with qualifications and experience;
- Comprehensive benefits package, including health, dental, vision and an employer-matched pension plan;
- Training and professional development opportunities; and
- The opportunity to work in a small-town environment while providing an important service to the community.

How to Apply

Interested applicants are invited to submit:

- A cover letter;
- Detailed resume;
- Three references;
- Anticipated availability/start date; and

- Wage expectations.

Please submit applications by email to:

Town of Alameda

townofalameda@sasktel.net

Subject: Office Assistant Application

Applications will be accepted until 4:00 p.m. on September 30, 2026. The job posting will remain open until a suitable candidate is found.

The Town of Alameda thanks all applicants for their interest. Only those selected for an interview will be contacted.