

**Office Assistant**

Reporting to the CAO and/or Finance Officer, the Office Assistant shall be responsible for the management of the day to day office operations. Some of the major responsibilities include but are not limited to:

* Accounts Payable, Accounts Receivable, Cash Receipts, Taxes, Utilities Billing
* Utilities/Tax Maintenance
* Monthly EFT
* Bank Deposits
* Annual Assessment and Tax Notices
* Retention of records and information
* Communicate and deal with the public
* Prepare Agenda for and attend, monthly Council Meetings
* Economic Development; Communications

Qualifications:

* Mature, reliable, self-motivated, flexible
* Experience in a municipal environment
* Post Secondary Diploma in Accounting
* Experience in the use of Microsoft Word, Excel and Outlook

Currently, hours will be Mon-Thurs, 8:00-4:00. Starting wage is $18.00/hr. Please submit your **Cover Letter, Resume and References** to:

Tracy M. Ormsbee Fax (780) 373-3798

CAO email: cao@bawlf.com

Village of Bawlf

Box 40

Bawlf, AB T0B 0J0

Applications will be accepted until the position is filled. The Village thanks all applicants for their interest, however, only those selected for an interview will be contacted.