



Full Time Office Assistant

Reporting to the Acting 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

Qualifications:

- Experience in a municipal environment
- Post Secondary Diploma in Accounting
- Experience in the use of Microsoft Word, Excel and Outlook

Starting wage is \$18.00/hr. Please submit your Cover Letter and Resume along to:

Tracy M. Stewart
Acting CAO
Village of Bawlf
Box 40
Bawlf, AB T0B 0J0

Fax (780) 373-3798
email: tmstewart@bawlf.com

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.