

Village of Donalda
Administrative Assistant

The Village of Donalda is accepting applications for Administrative Assistant. This key position reports to and supports the Chief Administrative Officer (CAO) and is responsible for a wide range of administrative and accounting tasks, including day-to-day office functions.

This is a part time position of approximately 16 hours per week. Additional hours may be required during peak periods. The workdays are Mondays and Tuesdays.

Key responsibilities include:

- Issuing billings, cash receipts, cheques and electronic payments; payroll; data entry; maintaining computerized databases; bank deposits and reconciliations; month end balancing and reporting; reception and ordering office supplies.
- Maintaining the Village's website and social media accounts.
- Assisting the CAO and assuming CAO duties when required.

Qualifications:

- Grade 12 education, supplemented by post-secondary education in accounting or a related field is preferred.
- Demonstrated proficiency with computerized systems, including accounting systems. Experience with Muniware, Adobe Acrobat, Microsoft Office and website software is preferred.
- Self-motivated, reliable and highly organized with keen attention to detail. Ability to function effectively as an individual and as part of a team.
- Well-developed interpersonal and communication skills.
- Ability to produce accurate results within established timelines.
- Bondable
- Alberta class 5 driver's license.
- Current criminal records report that is acceptable to the Village.

The complete job description can be viewed on the Village of Donalda website.

Qualified applicants are invited to submit a cover letter and resume by not later than May 14, 2024 to:

Kevin Bridges, Interim CAO
Village of Donalda
Box 160
5001 Main St.
Donalda, AB. T0H 1B0

or by email to: cao@village.donalda.ab.ca