

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

Permanent Full-Time

The Village of Carbon is looking for an individual who can work in a fast-paced environment as a dynamic team member with a keen eye for detail, the ability to multitask and to play an essential role in supporting the Management Team. The main responsibilities may include any of the following: accounts payable, utilities, property taxes, and customer service.

The successful candidate must have strong financial accounting skills, advanced Microsoft Excel ability, and the capacity to cross-train for multiple responsibilities. Some after hours meeting attendance may be required.

The goal will be to ensure accurate financial and administrative operations for the Village of Carbon, while providing accurate and timely information in an effective and efficient manner.

REQUIREMENTS:

- Provide documentation of completion of a grade 12 diploma or GED certificate.
- Post-secondary education in accounting or business would be an asset; related work experience may be substituted for some or all of the educational requirement.
- High level of competency with Microsoft Excel essential.
- Ability to work with Muniware accounting software is a must.
- Must have effective communication skills and the ability to understand oral and written instructions.
- Municipal experience a definite asset.

WORK HOURS: Full Time, 8 hours per day, 40 hours per week.

RATE OF PAY: Negotiable

Emailed resumes are preferred and can be sent to carbon.cao@gmail.com, referencing "ADMINISTRATIVE ASSISTANT" in the subject line. Applicants are advised to also provide a cover letter that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience, and relevant examples of required competencies.

The Village of Carbon thanks all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

This posting will remain open until a suitable candidate is found.