

# ADMINISTRATIVE ASSISTANT- CORPORATE SERVICES

*Employment Opportunity: Permanent Full-time*

## **POSITION SUMMARY:**

We are looking for a dynamic and enthusiastic individual to join our Corporate Services team as an Administrative Assistant. In this key role, you will be the first point of contact for customers, visitors, and staff, helping to create a welcoming and professional environment while supporting the administrative functions of our organization.

Reporting to the General Manager of Corporate Services, your responsibilities will include core reception duties as well as managing accounts payable and accounts receivable functions.

## **KEY RESPONSIBILITIES** (include, but are not limited to):

### **Customer Service - Front Desk Reception**

- Provide exceptional customer service and efficiently manage reception duties, ensuring a welcoming and helpful environment for customers, visitors, and staff.
- Manage opening/closing procedures of the Beaver County Administration Building.
- Process daily cash receipts and bank deposits.
- Monitor departmental accounts and emails.
- Update training binder and perform council remuneration reconciliation.

### **Accounts Payable**

- Administer accounts payable functions, including setup and maintenance of vendor information.
- Process and ensure timely payment of invoices.
- Process cheque runs and EFT payments.
- Reconcile monthly vendor statements and maintain records.

### **Accounts Receivable**

- Process billings for account receivables.
- Apply penalties on overdue accounts and manage communications.
- Process monthly statements.

### **Tax Department**

- Assist with tax inquiries, tax certificates, online payments and notices.
- Provide a backup for the Assessment Technician and cross-train with the Tax Clerk.

### **Purchasing and Office Equipment**

- Purchase and manage office supplies.
- Coordinate maintenance and repairs of office equipment.

### **Additional**

- Ensures adherence to all legislative requirements such as those of the *Municipal Government Act*, and the County's bylaws and policies.
- Carries out additional tasks and functions assigned by the Finance Coordinator and General Manager of Corporate Services.
- Participates and complies with the Beaver County Health and Safety Program.



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## **EDUCATION & EXPERIENCE REQUIREMENTS:**

- Post Secondary Education in Business or Accounting preferred.
- Minimum of 2 years relevant experience in customer service, reception, office administration, accounts payable/receivable.
- Valid Alberta Class 5 Driver's License with favourable driving record.
- Satisfactory Criminal Records Check.
- Prior related experience in a municipal setting or public sector considered an asset.

## **COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES):**

- Proficient with Microsoft Word, Excel, Outlook, and meeting management software.
- Excellent communication skills, both verbal and written.
- Strong interpersonal skills and a willingness to learn new systems and technologies are essential.
- Personal initiative, the ability to work independently, and as a team-player.
- Highly organized and detail oriented.
- Ability to build a strong working relationship with all County leadership and team members.

## **WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

- Extensive use of computers, office equipment, and telephone.
- Moderate lifting (no greater than 50 lbs.) and periods of sitting.

## **POSITION DETAILS:**

- Position Type: Full Time - Permanent (35 hours/week)
- Hours of Work: Monday to Friday, 8:30 a.m. - 4:30 p.m. (some evening and weekends required)
- Salary Range: \$ 55,761.06 - \$ 69,701.32 per annum

## **BENEFITS:**

- Extended Health and Group Benefits
- Local Authorities Pension Program
- Health, Wellness, and Learning Benefit
- Paid Vacation time

## **ADDITIONAL INFORMATION:**

- Posted Date: July 22, 2025
- Closing Date: August 15, 2025

## **TO APPLY FOR THIS POSITION:**

Submit a cover letter and resume, referencing the name of the position, to the following email:  
**careers@beaver.ab.ca**

*Beaver County thanks all applicants for their interest.  
Only candidates selected for an interview will be contacted.*

